Advanced Information
CF2002/CF3102

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1 Introduction

1.1 We Want You to Be a Satisfied Customer

Thank you for choosing a Minolta CF2002/CF3102.

To ensure the best performance and effective use of your copier, this manual will provide information on the following topics:

- Getting to Know Your Copier.
- Initial Steps . . .
- Settings for Making Copies.
- Setting the Utility Mode.
- Administrator Settings.
- Troubleshooting.

Please read this manual carefully before using your copier.

1.2 Explanation of Manual Conventions

The marks and text formats used in this manual are described below.

WARNING

Failure to observe instructions highlighted in this manner may result in fatal or critical injuries.

➔ Observe all warnings in order to ensure safe use of the copier.

CAUTION

Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.

➔ Observe all cautions in order to ensure safe use of the copier.

...

Note

*(*May also appear as "Important" or "Tip")*

Text highlighted in this manner contains useful information and tips to ensure safe use of the copier.

1 The number 1 as formatted here indicates the first step of a sequence of actions.

2 Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.

An illustration inserted here shows what operations must be performed.

? *Text formatted in this style provides additional assistance.*

➔ Text formatted in this style describes the action that will ensure the desired results are achieved.

[Copy] key

The names of keys on the control panel are written as shown above.

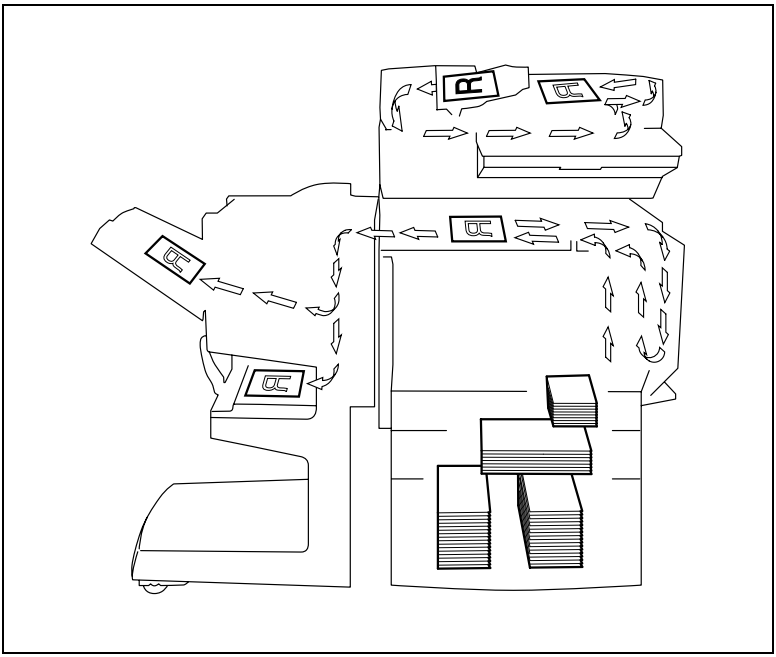
1.3 Explanation of Basic Concepts and Symbols

The use of words and symbols in this manual are explained below.

Paper Feeding

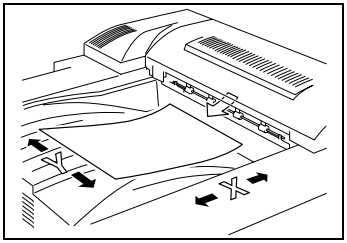
During printing, paper is supplied from the right side of the copier and fed into the output tray on top or the output option at the left with the printed surface of the page facing down. The paper feed direction is shown by the arrows in the diagram below.

During copying, paper is supplied from the right side of the copier and fed into the copy tray on the top or the output option at the left with the printed surface of the copy facing down. The paper feed direction is shown by the arrows in the diagram below.



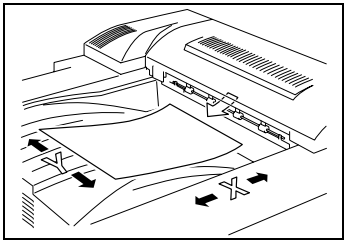
“Width” and “Length”

Whenever paper dimensions are mentioned in this manual, the first value always refers to the width of the paper (shown as “Y” in the illustration) and the second to the length (shown as “X”).

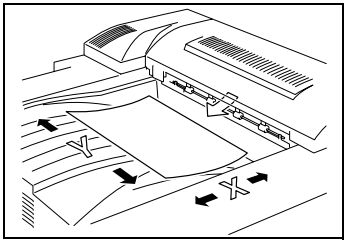


Paper Orientation

Lengthwise ( )
If the width (Y) of the paper is shorter than the length (X), the paper has a vertical or portrait orientation, indicated by either “L” or .



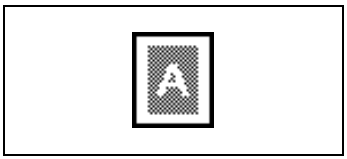
Crosswise ( )
If the width (Y) of the paper is longer than the length (X), the paper has a horizontal or landscape orientation, indicated by either “C” or .



Portrait and Landscape

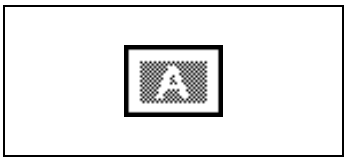
Portrait

With the “portrait” orientation, the paper is vertical, like a portrait.



Landscape

With the “landscape” orientation, the paper is horizontal, like a landscape.



Display Icons

The icons shown below are displayed when the corresponding paper is loaded or copy is made.

- : Overhead projector transparencies
- : Thick paper 1
- : Thick paper 2
- : Thick paper 3
- : Second side of a double-sided copy
- : Second side of a double-sided copy on thick paper

Paper Supply Icons

The icons shown below are displayed to indicate the amount of paper that remains.

- : The paper is low.
- : The paper is empty.

1.4 Energy Star®

As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency.

What is an ENERGY STAR® Product?

An ENERGY STAR® product has a special feature that allows it to automatically switch to a “low-power mode” after a period of inactivity. An ENERGY STAR® product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

1.5 Trademarks and Registered Trademarks

DiALTA is a registered trademark of Minolta Co., Ltd.

All other product names mentioned are trademarks or registered trademarks of their respective companies

2 Precautions

2.1 Safety Information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the next section before using this device. It contains important information related to user safety and preventing equipment problems.

Make sure you observe all of the precautions listed in this manual.

* Please note that some parts of the contents of this section may not correspond with the purchased product.

Warning and Precaution Symbols

WARNING:	Ignoring this warning could cause serious injury or even death.
CAUTION:	Ignoring this caution could cause injury or damage to property.

Meaning of Symbols

A triangle indicates a danger against which you should take precaution.

This symbol warns against possible electrical shock.

A diagonal line indicates a prohibited course of action.

This symbol warns against dismantling the device.

A black circle indicates an imperative course of action.

This symbol indicates you must unplug the device.

⚠ WARNING

	• Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness. • Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.
	• Only use the power cord supplied in the package. Failure to use this cord could result in a fire or electrical shock. • Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock. • Do not use a multiple outlet adapter to connect any other appliances or machines. Use of a power outlet for more than the marked current value could result in a fire or electrical shock.
	Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.
	Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.
	• Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. • Do not use an extension cord. Use of an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required.
	Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or break-down. Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.
	• Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result. • Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.
	Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.
	Connect the power cord to an electrical outlet that is equipped with a grounding terminal.

⚠ CAUTION

	• Do not use flammable sprays, liquids, or gases near this product, as a fire could result. • Do not bring any magnetized object near the copier. • Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health. • Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction. • Do not place this product near curtains, etc. as they may catch fire and burn easily. • Do not install this product at a site that is exposed to direct sunlight, or near an air conditioner or heating apparatus. The resultant temperature changes inside the product could cause a malfunction, fire, or electrical shock. • Do not place the product in a dusty place, or a site exposed to high humidity, soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result. • Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown. • After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury. • Do not place heavy objects on the original glasse or subject it to shocks. • Do not open any copier doors or turn off the copier while it is making copies; otherwise, a paper jam will occur. • Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.
	The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a “Caution! High Temperature!” warning label.
	Do not place any objects around the power plug as the power plug may be difficult to pull out when an emergency occurs.
	• Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals. • Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown. • When moving this product, always hold it by the locations specified in the operator’s manual or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction. • Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire. • When unplugging the power cord, be sure to hold onto the plug. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.

Precautions for Routine Use

- Do not store toner units, PC drum units, and other supplies and consumables in a place subject to direct sunlight, high temperature, humidity and extreme dust, as poor image quality and malfunction could result.
- Do not attempt to replace the toner unit and PC drum unit in a place exposed to direct sunlight. If the PC drum is exposed to intense light, poor image quality could result.
- Do not unpack a toner unit or PC drum unit until the very time of use. Do not leave an unpacked unit standing. Install it immediately or poor image quality could result.
- Do not keep toner units and PC drum units in an upright position or upside down, as poor image quality could result.
- Do not throw or drop a toner unit or PC drum unit as poor image quality could result.
- Do not use this product in an area where ammonia or other gases or chemicals are present. Failure to do so may shorten the service life of the product, cause damage or decrease performance.
- Do not use this product in an environment with a temperature outside the range specified in the operator's manual, as a breakdown or malfunction could result.
- Do not attempt to feed stapled paper, carbon paper or aluminum foil through this product, as a malfunction or fire could result.

Do not touch or scratch the surface of the toner unit developing roller and the PC drum, as poor image quality could result.

- Store in a sealed plastic bag in a cool, dark place paper that has been removed from its wrapper but not loaded into the copier.
- Use the supplies and consumables recommended by the dealer. Use of any supply or consumable not recommended could result in poor image quality and breakdown.

CAUTION

Precautions for handling toner:

➜ Be careful not to spill toner inside the copier or get toner on your clothes or hands.

➜ If your hands become soiled with toner, immediately wash them with soap and water.

➜ If toner gets in your eyes, immediately flush them with water, and then seek professional medical advice.

CE Marking (Declaration of Conformity)
For Users the European Union (EU)

This product complies with the following EU directives:
89/336/EEC, 73/23/EEC and 93/68/EEC directives.

This declaration is valid for the area of the European Union.

This device must be used with a shielded interface (Parallel) cable and shielded network (10/100BaseT) cable.
The use of non-shield cables is likely to result in interference with radio communications and is prohibited under 89/336/EEC rules.

For users in countries subject to Class B regulations

This device must be used with shielded interface (Parallel) cable and shielded network (10/100Base-T) cable.
The use of non-shield cables is likely to result in interference with radio communications and is prohibited under CISPR 22 and local rules.

For users in countries not subject to Class B regulations

WARNING
This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

This device must be used with shielded interface (Parallel) cable and shielded network (10/100Base-T) cable.
The use of non-shield cables is likely to result in interference with radio communications and is prohibited under CISPR 22 and local rules.

Acoustic noise (For European Users Only)

Machine Noise Regulation 3 GSGV, 18.01.1991 : The sound pressure level at the operator position according to EN 27779 is equal to or less than 70dB(A).

LED Radiation Safety

This product is a copier which operates by means of a LED (light emitting diodes) exposure system. There is no possibility of danger from the LED optical radiation, because the LED optical radiation level does not exceed the accessible radiation limit of class 1 under all conditions of operation, maintenance, service and failure.

Ozone Release

CAUTION

A negligible amount of ozone is generated during normal operation of this copier. An unpleasant odor may, however, be detected in poorly ventilated rooms during extensive machine operations.

➔ For a comfortable, healthy and safe operating environment, it is recommended that the room be well ventilated.

CAUTION

Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée.

➔ Pour avoir la certitude de travailler dans un environnment réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve l'appareil.

2.2 Installation Requirements

Power Source

The power source requirements are as follows.

- Voltage fluctuation: Maximum ±10%
  (AC 127 V areas only: Between –10% and +6%)
- Frequency fluctuation: Maximum ±0.3%

❍ Use a power source with as little voltage or frequency fluctuations as possible.

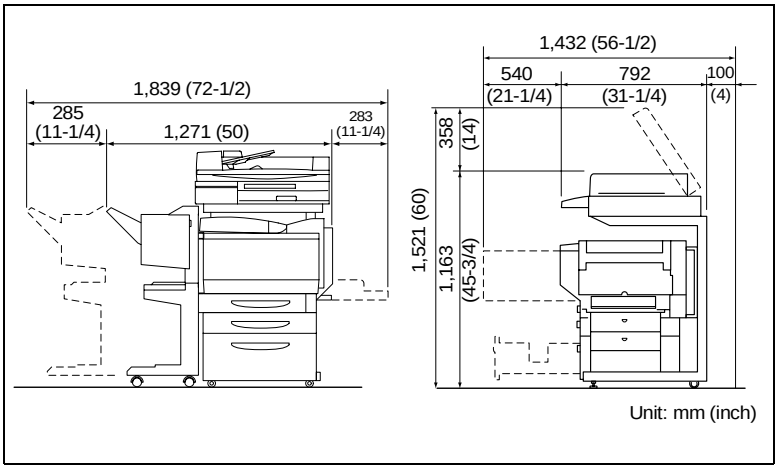
Installation Site

To ensure utmost safety and prevent possible malfunctions, install the copier in a location that meets the following requirements.

- A location away from curtains, etc. that may catch fire and burn easily
- A location that is not exposed to water or other liquids
- A location free from direct sunlight
- A location out of the direct airflow of an air conditioner or heater, and not exposed to extremely high or low temperatures
- A well-ventilated location
- A location that is not exposed to high humidity
- A location that is not extremely dusty
- A location not subjected to undue vibrations
- A stable and level location
- A location where ammonia or other organic gases are not generated
- A location that does not put the operator in the direct airflow of exhaust from the copier
- A location that is not near any kind of heating devices

Space requirements

To ensure easy copier operation, supply replacement, and maintenance, adhere to the recommended space requirements detailed below.



Note

Be sure to allow a clearance of 100 mm (4 in.) or more at the back of the copier for the ventilation duct.

2.3 Operation Precautions

Operating environment

The environmental requirements for correct operation of the copier are as follows.

- Temperature: 10°C (50°F) to 30°C (86°F) with fluctuations of no more than 10°C (18°F) within an hour
- Humidity: 10% to 80% with fluctuations of no more than 20% within an hour

Proper use

To ensure the optimum performance of the copier, follow the precautions listed below.

- Never place heavy objects on the original glass or subject it to shocks.
- Never open any copier doors or turn off the copier while it is making copies; otherwise, a paper jam will occur.
- Never bring any magnetized object or use flammable sprays or liquids near the copier.
- Always make sure that the power plug is completely plugged into the electrical outlet.
- Always make sure that the copier's power plug is visible and not hidden by the copier.
- Always unplug the copier from the electrical outlet if the unit is not to be used for a long period of time.
- Always provide good ventilation when making a large number of continuous copies.

CAUTION

If the ventilation duct at the top of the copier becomes blocked, the inside of the copier will accumulate heat, resulting in a malfunction or fire.

➔ Do not place any objects over the ventilation duct.

CAUTION

The area around the fusing unit is extremely hot.

- ➜ Be careful not to touch any parts around the fusing unit, other than those indicated in this manual, in order to reduce the risk of burns. Be especially careful not to touch parts marked with warning labels, and their surrounding areas.
- ➜ If you get burnt, immediately cool the skin under cold water, and then seek professional medical advice.

Transporting the copier

If you need to transport the copier over a long distance, consult your service representative.

Care of copier supplies

Use the following precautions when handling the copier supplies (toner cartridge, paper, etc.).

- Store the supplies in a location that meets the following requirements.
  Free from direct sunlight
  Away from any heating apparatus
  Not subjected to high humidity
  Not extremely dusty
- Store in a sealed plastic bag in a cool, dark place paper that has been removed from its wrapper but not loaded into the copier.
- Only use toner that has been manufactured specifically for this copier. Never use other types of toner.
- Keep all supplies out of the reach of children.

Storage of copies

- Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.
- Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.
- Color copies have a thicker layer of toner than normal black-and-white copies. Therefore, when a color copy is folded, the toner at the fold may peel off.

2.4 Legal Restrictions on Copying

Certain types of documents must never be copied with the purpose or intent to pass copies of such documents off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

<Financial Instruments>

- Personal checks
- Travellers checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

<Legal Documents>

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

<General>

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of a document, consult with legal counsel.

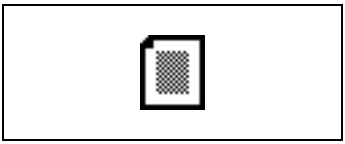
3 Before Making Copies

3.1 Available Features

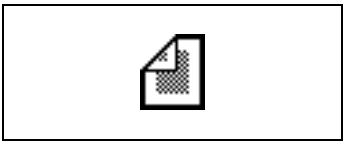
The main functions available with this machine are described below. Operating procedures are provided in chapter “6 Basic Operations” and chapter “7 Advanced Operations”.

Orig ►Copy Settings

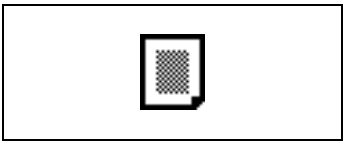
- Single-sided originals
  Select this setting to copy single-sided documents.



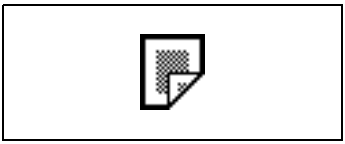
- Double-sided originals
  Select this setting to copy double-sided documents.



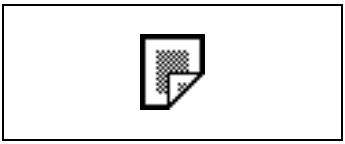
- Single-sided copies
  Select this setting to make single-sided copies.



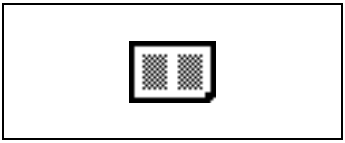
- Automatic double-sided copies
  The duplex unit is used to make double-sided copies.



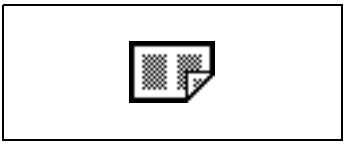
- Manual double-sided copies
  Feed a single-sided copy through the manual bypass tray or load it into the 1st drawer to make a double-sided copy without using the duplex unit.



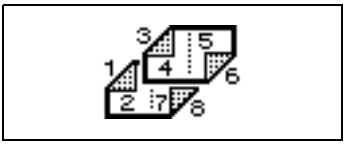
- Single-sided 2in1 copies
  Select this setting to reduce two document pages to fit one single-sided copy page.



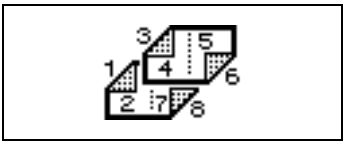
- Double-sided 2in1 copies
  Select this setting to reduce four document pages to fit one double-sided copy page.



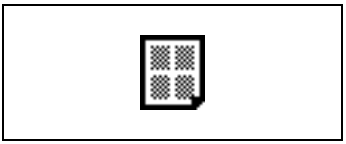
- Booklet copies
  Select this setting to make reduced double-sided copies that are laid out to form a booklet.



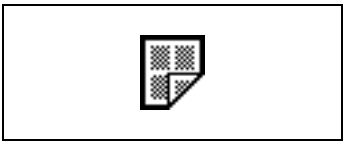
- Bound booklet copies
  Select this setting to make bound booklets from the copies.



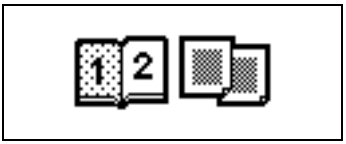
- Single-sided 4in1 copies
  Select this setting to reduce four document pages to fit one single-sided copy page.



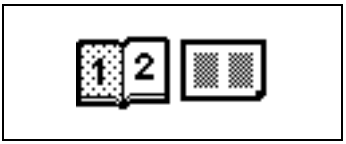
- Double-sided 4in1 copies
  Select this setting to reduce eight document pages to fit one double-sided copy page.



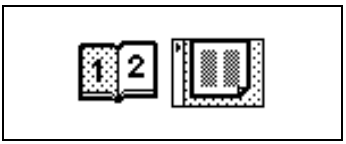
- Book separation copies
  Select this setting to make a single-sided copy of each of the two pages of an open book.



- Book spread copies
  Select this setting to make a single-sided copy containing two pages side-by-side from the two pages of an open book.



- Book-margin-erasing
  Select this setting to erase the area along the binding and around the text from the copy.



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Note

The double-sided original setting is only available if the optional duplexing document feeder is installed.

The double-sided copy settings are only available if the optional duplex unit is installed.

Booklet-binding is only available if both the optional finisher FN-8 and the duplex unit are installed.

Zoom Settings

- Auto Size
  This setting automatically selects the most appropriate zoom ratio based on the size of the document loaded and the specified paper size.
- Full Size
  This setting makes a copy that is the same size as the document (×1.000).
- Enlarged copies
  Zoom settings for making enlarged copies from common standard document sizes to standard paper sizes are available.
  - Example 1:
    An A4-size document can be copied onto the larger A3-size paper.
  - Example 2:
    An A4-size document can be copied onto the larger B4-size paper.
- Reduced copies
  Zoom settings for making reduced copies from common standard document sizes to standard paper sizes are available.
  - Example 1:
    An A3-size document can be copied onto the smaller A4-size paper.
  - Example 2:
    A B4-size document can be copied onto the smaller A4-size paper.
- Minimal
  This setting slightly reduces the copy (×0.930).
  - Selecting the “Minimal” setting ensures that any part of the original positioned at the edge of the page will not be cut off in the copy.
- Zoom copies
  Any zoom ratio (between ×0.250 and ×4.000) can be specified.
  - Touch [▼] and [▲] to specify the desired zoom ratio.
- “CustomZoom” setting
  Any zoom ratio (between ×0.250 and ×4.000) can be specified.
  - Use the keypad to enter the desired zoom ratio.
  - In addition, up to two zoom ratios specified using the keypad can be stored for later use.
- “X/Y Zoom” function
  The copy size can be changed by specifying different scaling proportions (between ×0.250 and ×4.000) for the vertical and the horizontal dimensions.

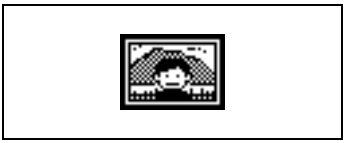
Paper Settings

- "Auto Paper" setting
  This setting automatically selects the most appropriate paper size based on the size of the document loaded and the specified zoom ratio.
- Manual paper selection
  The tray or drawer containing the appropriate paper that you wish to use can be selected.
- "Bypass" setting
  Copies can be made onto the paper loaded into the manual bypass tray.

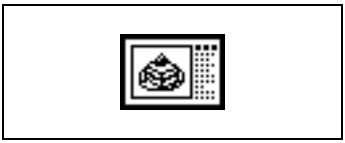
Photo Settings

- "Text&Photo" setting
  Select this setting when copying documents containing both text and images.

- "Photo Image" setting
  Select this setting when copying photographs (documents) printed on photographic paper.



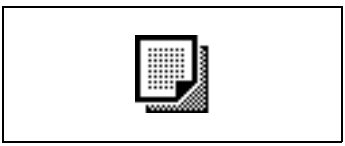
- "Printed Image" setting
  Select this setting when copying printed documents, such as pamphlets or catalogs.



- "Text" setting
  Select this setting when copying documents containing only text.

- "Map" setting
  Select this setting when copying documents with a background color or documents containing pencil markings or fine colored lines.

- "Copied Image" settingSelect this setting when copying images (documents) printed with this copier.



Color Settings

- "Auto Color" setting
  With this setting, the type of document (color or black and white) being copied is detected and the appropriate Color setting (“Full Color” or “Black”) is automatically selected.
- “Full Color” setting
  With this setting, copies are produced in full color, regardless of the document type.
- “Black” setting
  With this setting, copies are produced in black and white, regardless of the document type. If this setting is selected, even a color document will be copied in black and white.

Density Settings

- “Background” parameter (“Density” function)
  This parameter can be used to adjust the density of the background color for documents with a background color.
- “Density” parameter (“Density” function)This parameter can be used to adjust the density of the copy.

Glossy Mode Setting

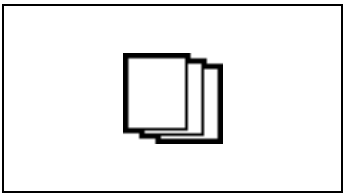
- Select this setting when copying glossy images.

Screen Pattern Settings

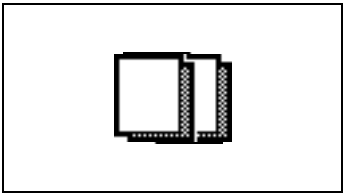
- These settings reduce moire patterns that occur when copying printed photographs (which contain shading) or documents containing lines.
  - Moire patterns: Repeating pattern that occasionally appears when images containing a repeating pattern or lines are copied

Sorting

- “Non-Sort” setting
  Copies are fed out as they are printed.

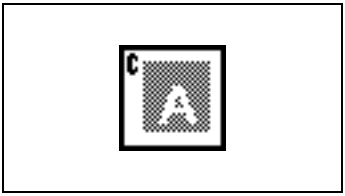


- “Sort” setting
  Copies are automatically divided into the specified number of sets with each set containing a copy of each page.

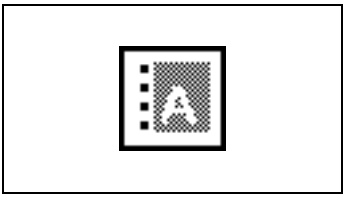


Finishing Settings

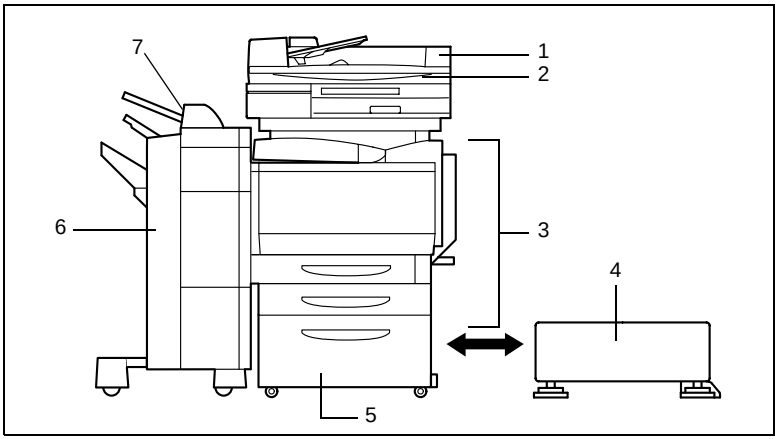
- Stapling
  Copies are stapled together before they are fed out.
  Stapling is only available if the optional finisher (FN-8 or FN-116) is installed.



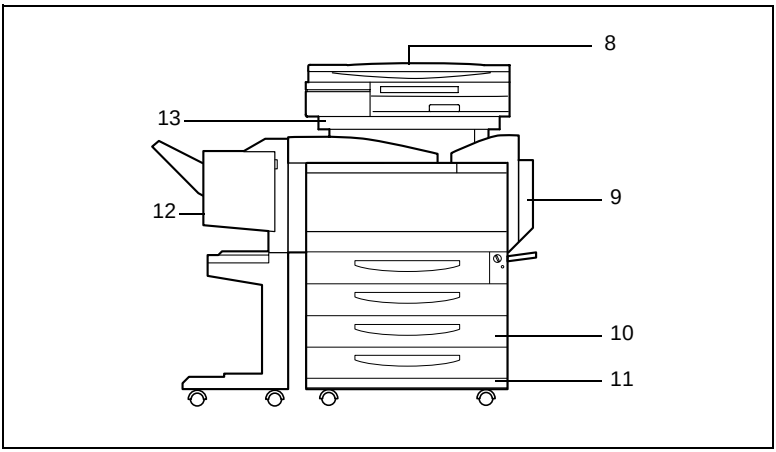
- Hole-punching
  Holes are punched in copies before they are fed out. Hole-punching is only available if the punch kit (PK-4) is installed in the optional finisher (FN-8).



3.2 Components and Their Functions



No.	Part Name	Description
1	Duplexing Document Feeder AFR-18 (optional)	Automatically feeds and scans one document sheet at a time, and automatically turns over double-sided documents and scans them Referred to as the **duplexing document feeder** throughout the manual
2	Scanner SC-1	Scans the document Referred to as the **scanner** throughout the manual; in addition, the combination of the scanner and the printer is referred to as the **copier**.
3	Copier printer section	Prints the image scanned with the scanner Referred to as the **printer** throughout the manual; in addition, the combination of the scanner and the printer is referred to as the **copier**.
4	Copy Desk CD-2M (optional)	The printer can be set up on the copy desk. By setting up the printer on the copy desk, the printer can be placed on the floor instead of on a desk, keeping the entire surface of the desk free. Referred to as the **copy desk** throughout the manual
5	Large Capacity Cabinet PF-121 (optional)	Equipped with a paper drawer that can supply 2,500 sheets of paper Referred to as the **large capacity cabinet** throughout the manual
6	Finisher FN-116 (optional)	Finishes copies according to the selected Finishing setting (sorting or stapling), then feeds out the pages • If the finisher is installed, the printer must be installed on the copy desk, on the large capacity cabinet or over a paper feed unit combined with the copy table.
7	Option Tray JS-100 (optional)	If finisher FN-116 is installed, the number of paper output trays can be increased.



No.	Part Name	Description
8	Original Cover OC-2 (optional)	Presses down on the loaded document to keep it in place Referred to as the **original cover** throughout the manual
9	Duplex Unit AD-14 (optional)	Turns over copies, allowing double-sided copies to be made automatically. • If a printer controller (CN3102Pro or CN3102e) and the duplex unit are installed on the CF2002, the memory must be expanded. If the optional memory is not installed, automatic double-sided copying cannot be performed. Referred to as the duplex unit throughout the manual
10	Paper Feed Unit PF-118 (optional)	Equipped with a paper drawer that can supply 500 sheets of paper; up to two paper feed units can be installed. Referred to as the **paper feed unit** throughout the manual
11	Copy Table CT-2 (optional)	A paper feed unit can be set up on the copy table, and then the printer can be set up on the top. By setting up the printer on the copy table, the printer can be placed on the floor instead of on a desk, keeping the entire surface of the desk free. Referred to as the **copy table** throughout the manual
12	Finisher FN-8 (optional)	Finishes copies according to the selected Finishing setting (sorting, stapling, hole-punching or booklet binding), then feeds out the pages • The hole-punching function is only available if the optional punch kit (PK-4) is installed onto finisher FN-8. If the finisher is installed, the printer must be installed on the copy desk, on the large capacity cabinet or over a paper feed unit combined with the copy table.

No.	Part Name	Description
13	Copier Stand CS-2 (optional)	Reduces the installation area required for the equipment if the scanner is installed on the top of the stand and the printer is installed on the inside Referred to as the **copier stand** throughout the manual
14	Punch KIT PK-4 (optional)*	Allows the hole-punching function to be used if installed onto finisher FN-8
15	Memory M256-2 (optional)*	Increases the memory of the copier to 512 MB (256 MB standard memory + 256 MB expanded memory) By expanding the memory, the number of pages that can be stored in the memory can be increased. (Refer to Supplemental Table 1.) Referred to as the **memory** throughout the manual
16	Hard Disk Drive HDD-5 (optional)*	By installing the hard disk, the “Distribution” function can be used. In addition, the number of pages that can be stored in the memory can be increased. (Refer to Supplemental Table 1.)
17	Data Controller D-103 (optional)*	Controls data such as the number of copies for each account by using magnetic cards Referred to as the **data controller** throughout the manual For more details, refer to the manual of the data controller.
18	Printer Controller CN3101e (optional)*	Internal printer controller that allows the copier to be used as both a color printer and a color scanner configured into a computer network For more details, refer to the manual of the printer controller.
19	Printer Controller CN3102Pro (optional)*	External printer controller that allows the copier to be used as both a color printer and a color scanner configured into a computer network For more details, refer to the manual of the printer controller.
20	Printer Controller CN3102e (optional)*	Stationary printer controller that allows the copier to be used as both a color printer and a color scanner configured into a computer network For more details, refer to the manual of the printer controller.

* The internal options are not shown.

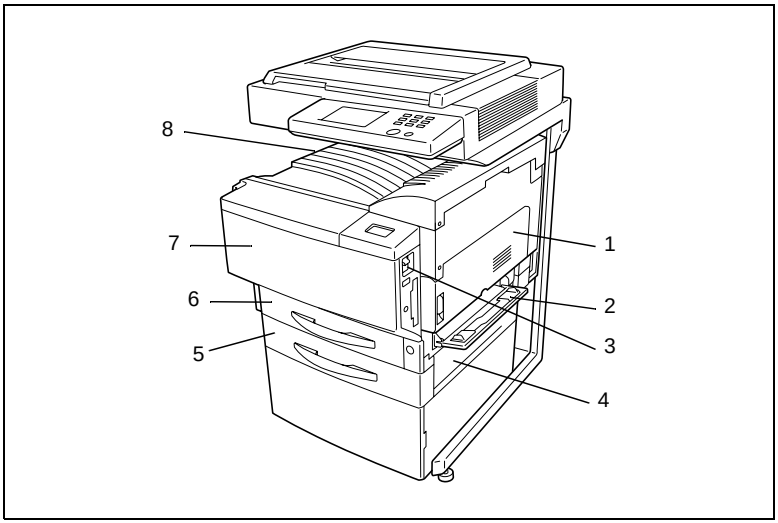
Supplemental Table 1

Document Type	Standard Configuration		With Optional Memory Installed		With Optional Memory and the Hard Disk Installed	
	Color	Black & white	Color	Black & white	Color	Black & white
Text only	60 sheets	197 sheets	137 sheets	400 sheets	Maximum 2,000 sheets	
Text and images	20 sheets	149 sheets	46 sheets	340 sheets		
Photographs						
Maps						

* The number of document pages that can be stored was calculated based on our standard document page. The number of pages that can be stored will vary depending on the document.

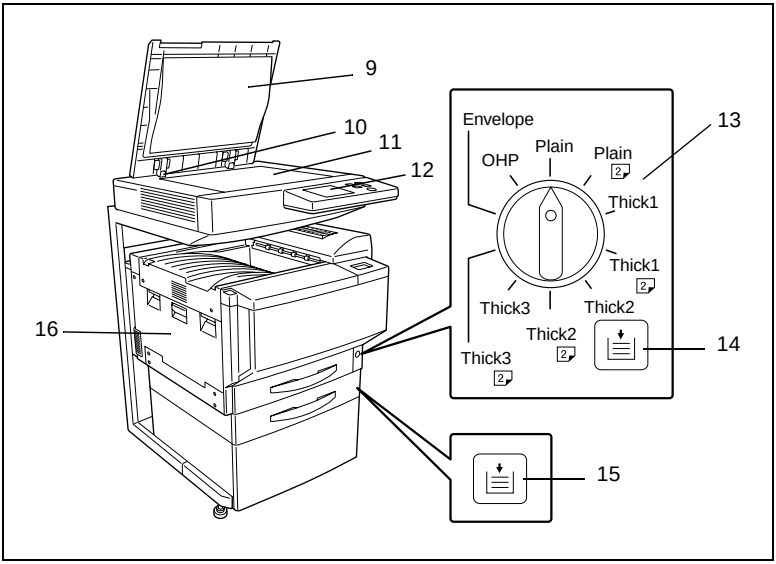
3.3 Parts Names and Their Functions

Outside of Copier



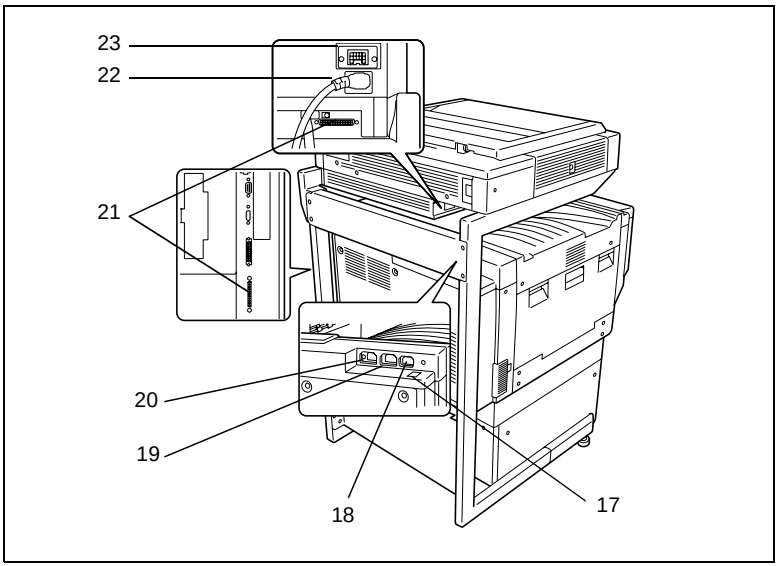
*The original cover, copier stand and copy desk shown installed in the illustration are optional.

No.	Part Name	Description
1	Right-side door	Opened when clearing misfeeds
2	Manual bypass tray	Used for manual feeding of paper The paper is fed one sheet at a time. Special paper can be loaded. (See page 4-19.)
3	Power switch	Used to turn the copier on and off (See page 3-39.)
4	Lower right-side door	Opened when clearing misfeeds
5	2nd drawer	Holds up to 500 sheets of paper The paper size can be adjusted freely. (See page 4-14.)
6	1st drawer	Holds 250 sheets of paper The paper size can be adjusted freely. Special paper can be loaded. (See page 4-6.)
7	Front door	Opened when replacing a toner cartridge (See page 10-1)
8	Copy output tray	Collects copies fed out of the copier facing down



*The original cover, copier stand and copy desk shown installed in the illustration are optional.

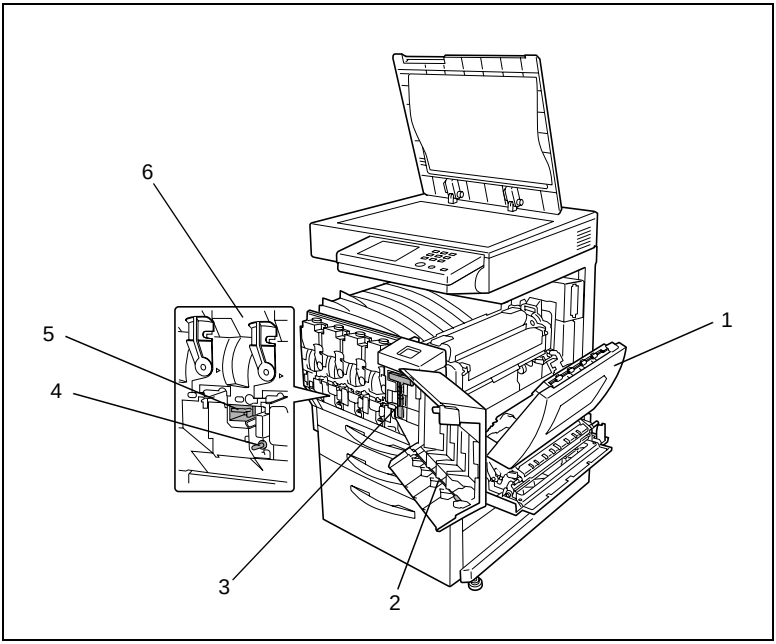
No.	Part Name	Description
9	Original Cover (optional)	Presses the document against the original glass
10	Document scale	Used to align the document (See page 5-5)
11	Original glass	When manually feeding the document, place it on the glass so the document can be scanned. Place the document face down on the glass. (See page 5-10)
12	Control panel	Used to start copying or to make settings (See page 3-24)
13	Media type selection dial	Used to specify the type of paper loaded into the 1st drawer
14	1st drawer Paper-empty indicator	Indicates the amount of paper remaining • Flashing: Indicates that there is little paper remaining • Lit: Indicates that the paper is empty Replenish the paper.
15	2nd drawer Paper-empty indicator	
16	Left-side door	Opened when servicing the copier



*The original cover, copier stand and copy desk shown installed in the illustration are optional.

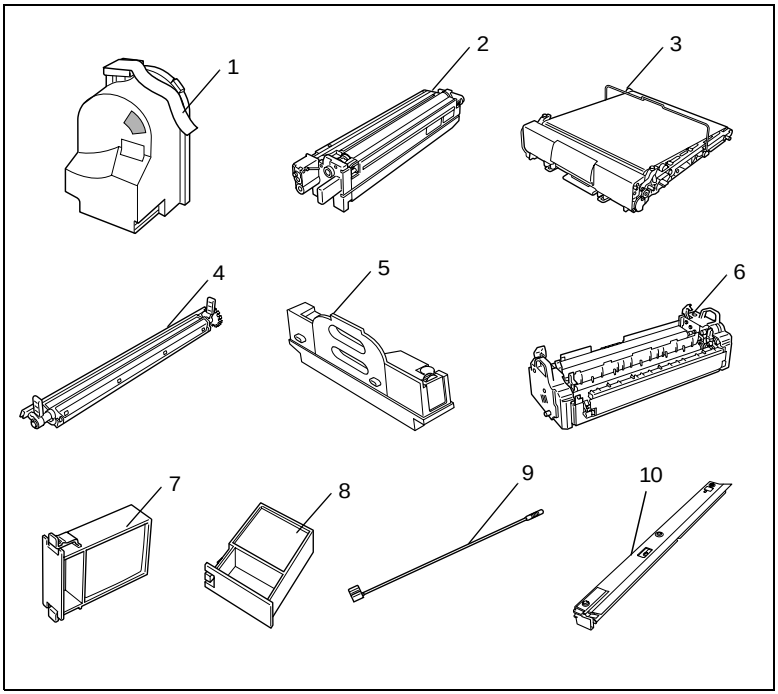
No.	Part Name	Description
17	Printer power cord socket	Used for connecting the printer's power cord
18	Finisher connector	Used for connecting the finisher hookup cord
19	Scanner power cord outlet	Used for connecting the scanner's power cord
20	Power cord socket for Printer Controller CN3102e	Used for connecting the power cord for printer controller CN3102e
21	Scanner connector	Used for connecting the scanner hookup cord
22	Scanner power cord socket	Used for connecting the scanner's power cord
23	Duplexing Document Feeder conector	Used for connecting the duplexing document feeder hookup cord

Inside of Copier



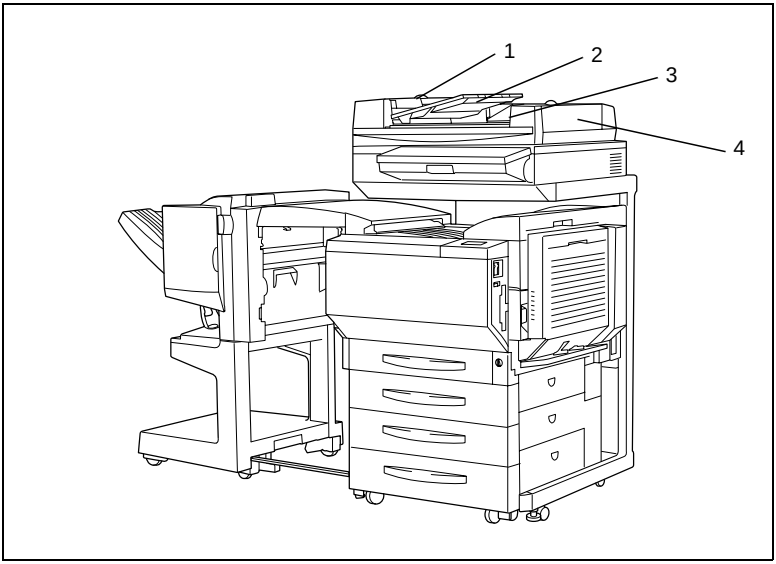
No.	Part Name	Description
1	Upper right-side door	Opened when replacing the fusing unit or clearing misfeeds
2	LED-cleaning tool	Used to clean the surface of the LED unit, for example, when replacing the image transfer belt unit
3	Imaging unit removal bracket	Used to remove the imaging unit
4	Charger-cleaning tool	Used to clean the electrostatic charger wire, for example, when incorrect copies are produced
5	Imaging unit release lever	Used to install and replace the imaging unit
6	Toner cartridge compartments	Contains a toner cartridge for each color

Supplies and Parts



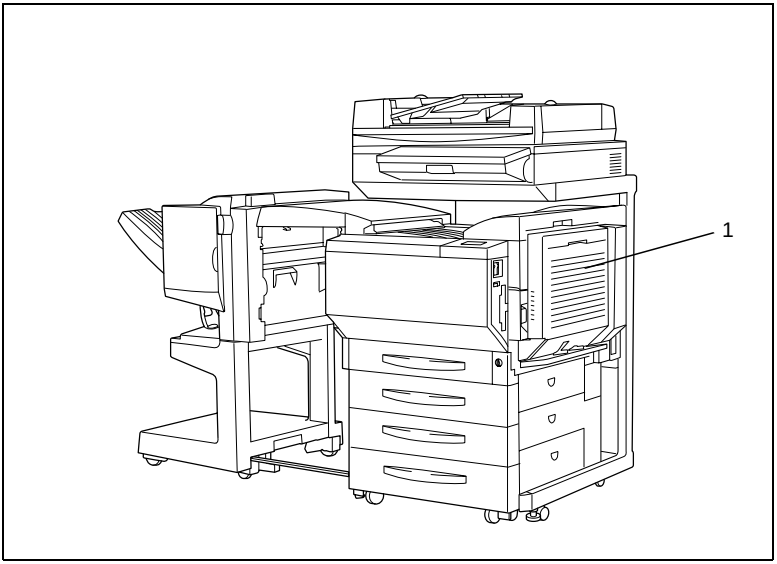
No.	Part Name	Description
1	Toner Cartridge	There are four toner cartridges: cyan (C), magenta (M), yellow (Y) and black (BK). The combination of the four toners generates full-color images.
2	Imaging Unit	Generates the copied image
3	Image transfer belt unit	Layers onto the image transfer belt each of the single colors of the image generated by the imaging unit in order to create a full-color image
4	Image transfer roller unit	Transfers onto the paper a full-color image generated by the image transfer belt unit
5	Waste-toner bottle	Collects waste toner
6	Fusing unit	Fuses the transferred toner to the paper
7	Ozone filter	Collects the ozone generated in the copier
8	Filter	Collects the toner dust generated in the copier
9	LED-cleaning tool	Used to clean the surface of the LED unit, for example, when replacing the image transfer belt unit
10	Dust remover	Collects the dust generated in the copier

Duplexing Document Feeder (Optional)



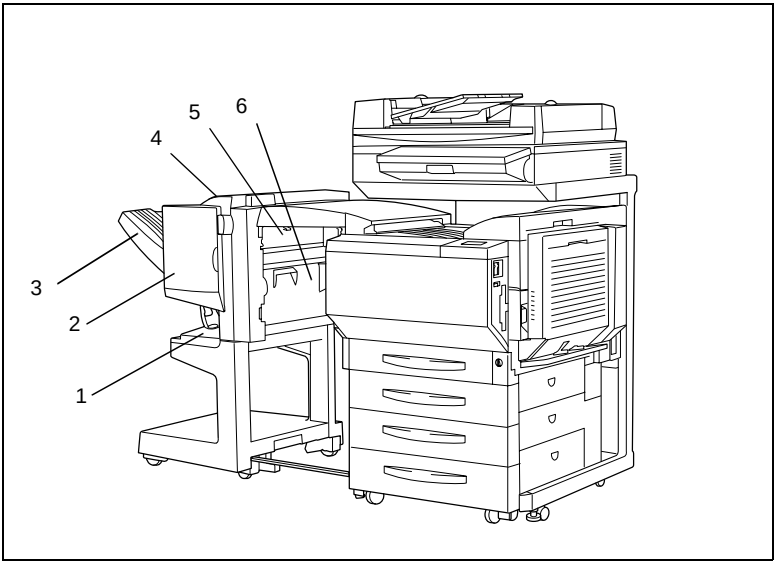
No.	Part Name	Description
1	Adjustable document guide	Adjust to the width of the document. (See page 5-5)
2	Document feed tray	Load the documents to be copied face up. (See page 5-5)
3	Document output tray	Collects documents that have been copied
4	Misfeed-clearing cover	Opened when clearing a misfed document

Duplex Unit (Optional)



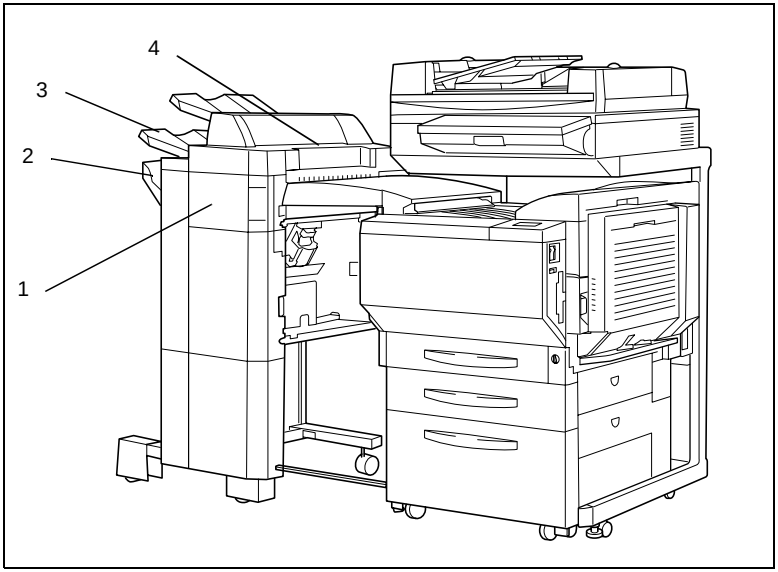
No.	Part Name	Description
1	Duplex unit door	Opened when clearing a paper misfeed within the duplex unit

Finisher FN-8 (Optional)



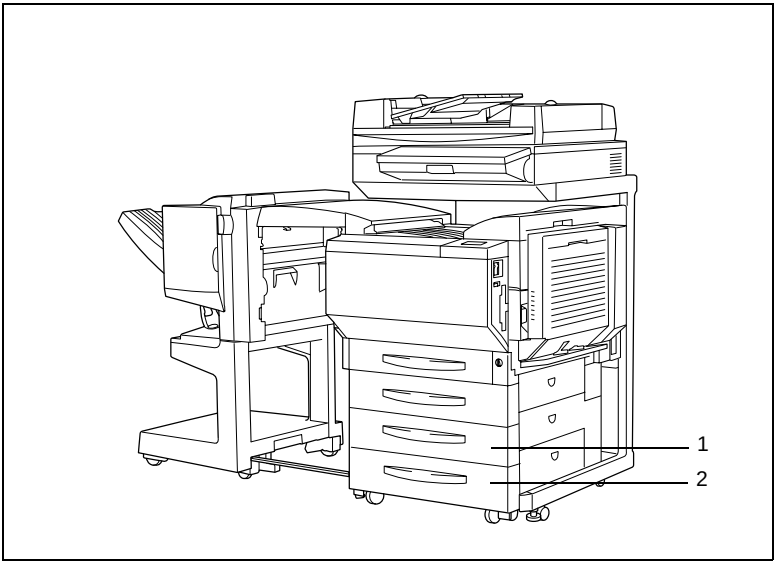
No.	Part Name	Description
1	Lower paper output tray (bound paper tray)	Collects copies made with booklet binding
2	Front door	Opened when replacing the staple cartridge
3	Paper output tray (elevated tray)	Collect copies
4	Upper door	Opened when clearing a paper misfeed within the finisher
5	Paper guide	Opened when clearing a paper misfeed within the finisher
6	Transport guide	Opened when clearing a paper misfeed within the finisher

Finisher FN-116 (Optional)



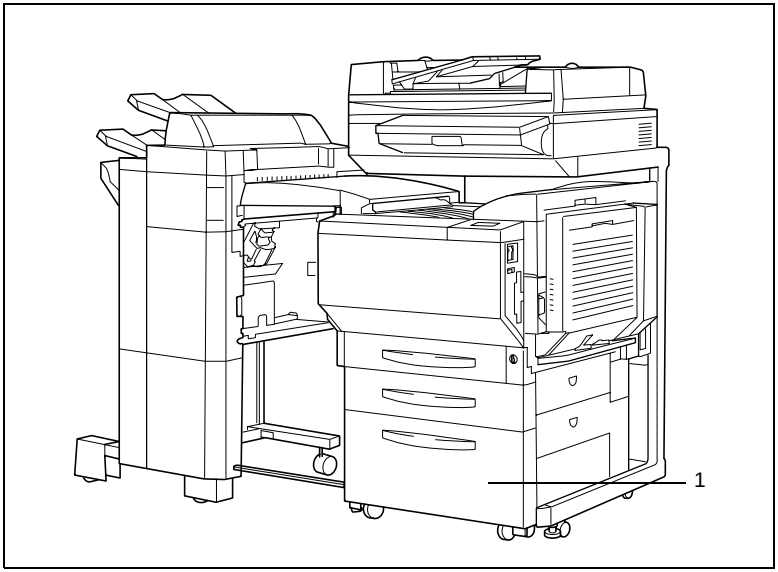
No.	Part Name	Description
1	Front door FN-4	Opened when clearing a paper misfeed within the finisher
2	Secondary paper output tray (sorted copies)	Collects copies that are sorted
3	Primary paper output tray (non-sorted copies)	Collects copies that are not sorted (made with the “Non-Sort” setting)
4	Upper cover	Opened when clearing a paper misfeed within the finisher

Paper Feed Unit (Optional)



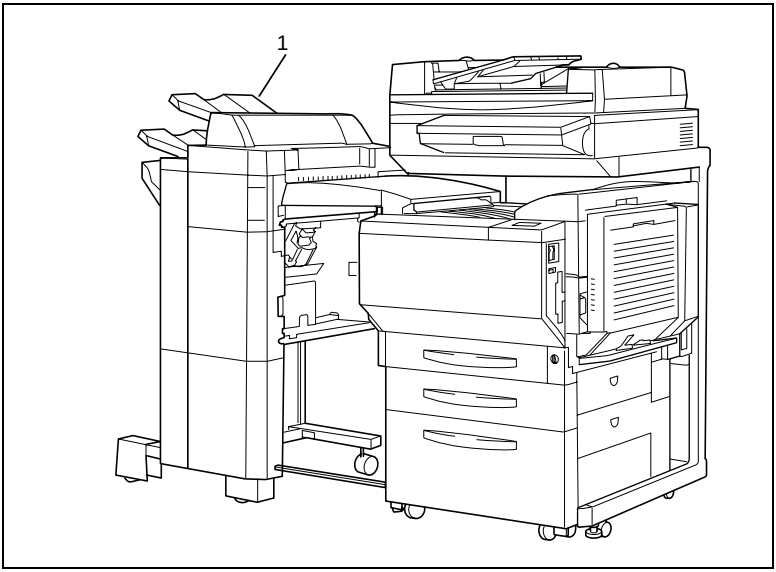
No.	Part Name	Description
1	3rd drawer	Holds up to 500 sheets of paper As many as two units can be installed. The paper size can be adjusted freely.
2	4th drawer	

Large-Capacity Cabinet (Optional)



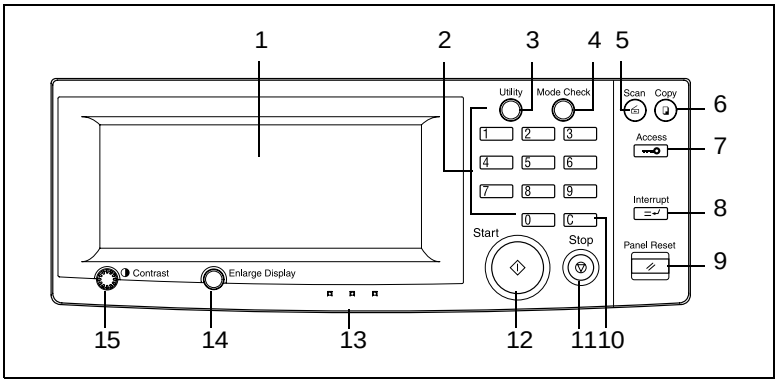
No.	Part Name	Description
1	3rd drawer	Holds up to 2,500 sheets of paper (See page 4-16)

Option Tray (Optional)



No.	Part Name	Description
1	Option Tray (optional)	Collects copies

3.4 Names of Control Panel Parts and Their Functions



No.	Part Name	Description
1	Touch panel	• Displays various screens and messages See p. 3-26.
2	Keypad	• Use to type in the number of copies to be made. • Use to type in the zoom ratio. • Use to type in the various settings.
3	[Utility] key	• Press to display the Utility screen. Input Meter Count User's Choice 1 & 2 Copy Program Recall Unit life indicator Admin. Mode
4	[Mode Check] key	• Press to display the specified settings in Copy mode. • Press to display the specified transmission settings in Scan mode.
5	[Scan] key	• Press to use this machine as a color scanner. • When the [Scan] key is pressed, the key indicator lights up in green to indicate that the machine is in Scan mode. • Scan mode is only available if the optional printer controller is installed. If the printer controller is not installed, scanning cannot be performed.
6	[Copy] key	• Press to use this machine as a copier. • When the [Copy] key is pressed, the key indicator lights up in green to indicate that the machine is in Copy mode. *Copy mode is selected as a default.
7	[Access] key	• Press to enter an access code. • If no access codes have been set, nothing happens when this key is pressed.

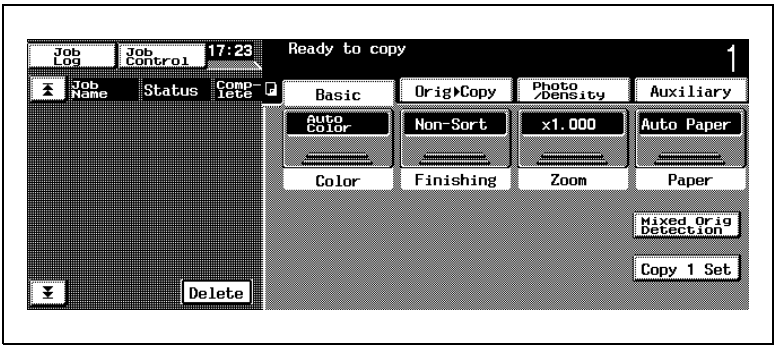
No.	Part Name	Description
8	[Interrupt] key	• Press to enter Interrupt mode. • When the [Interrupt] key is pressed, the key indicator lights up in green to indicate that the machine is in Interrupt mode. In addition, the message “Now in the Interrupt mode” appears on the touch panel. • To cancel Interrupt mode, press the [Interrupt] key again.
9	[Panel Reset] key	• Press to reset all copy modes and functions to their default settings. (All selected settings* are canceled.) • The current job is canceled. *Stored zoom ratios, stored job settings, and interrupted or delayed jobs are not canceled.
10	[C] (clear) key	• Press to reset the number of copies to “1”. • Press to erase a setting, such as the zoom ratio or size, selected using the keypad. • The scanned image is erased.
11	[Stop] key	• Press to stop a copy operation. • Scanning of a document is stopped.
12	[Start] key	• Press to start a job. • If this key is pressed during a continuous copy operation, scanning for the job begins. (Queued copy) See page 6-41. • Press to continue an interrupted copy job. • If this key is pressed while the copier is warming up, scanning for the job begins. (Queued copy) See page 3-32. • The key indicator lights up in green to indicate that jobs can be queued. The key indicator lights up in orange to indicate that no jobs can be queued.
13	Control panel release lever	• Use when adjusting the angle of the control panel. • Pull the release lever, and then push down on the control panel to adjust its angle.
14	[Enlarge Display] key	• Will be used to enlarge the display. (Currently not available)
15	Touch panel contrast-adjusting dial	• Use to adjust the contrast of the touch panel.

* Job: Any set of consecutive operations, such as those for making copies, scans or computer printouts

3.5 Using the Touch Panel

Description of the Touch Panel

When the copier is turned on (when the power switch is set to “I”), the screen shown below appears in the touch panel.

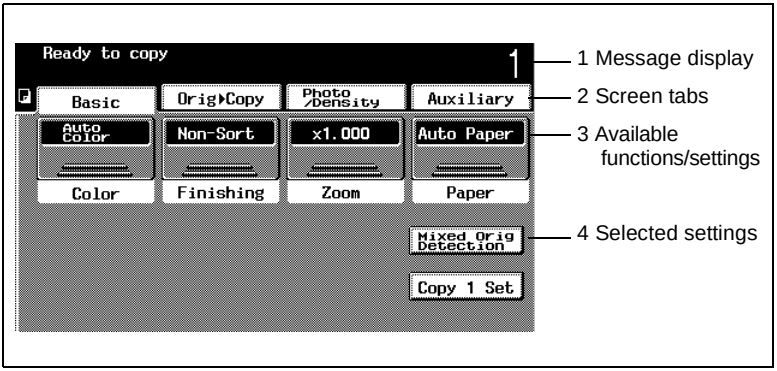


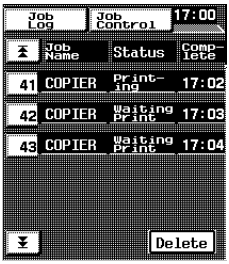
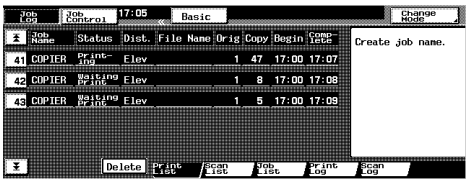
This screen is the Basic screen.

It shows, with messages and graphics, the currently selected settings, the settings that are available, and the copier status.

Structure of the Display

Settings screen



No.	Part Name	Description
1	Message display	The current copier status, operating instructions, warnings/ precautions, and other data including the number of copies selected are displayed here.
2	Screen tabs	Each screen contains functions that can be specified. Touch a tab to display the corresponding screen. ***The Basic screen is displayed as a default.**
3	Available functions/ settings	Selecting a screen displays various functions that can be specified. Select a different function to display the corresponding settings.
4	Selected settings	The current settings are shown by messages and graphics.
5	Job display	 • Jobs* currently being performed or waiting to be performed are displayed (if printer controller CN3101e is installed). • The current sending/receiving status is shown by an icon (if printer controller CN3102Pro/CN3102e is installed). • Touch [Job Log] or [Job Control] to display either the Job Log or the Job Control screen. To return to the Basic screen, touch [Basic] in either the Job Log or the Job Control screen.
6	Job Log screen	 In addition to displaying the current jobs, various functions for checking and controlling jobs are available.

* Job: Any set of consecutive operations, such as those for making copies, scans, or computer printouts, etc.

Operating the Touch Panel

To activate a function or to select a setting, lightly touch the desired function or setting shown on the touch panel.

CAUTION

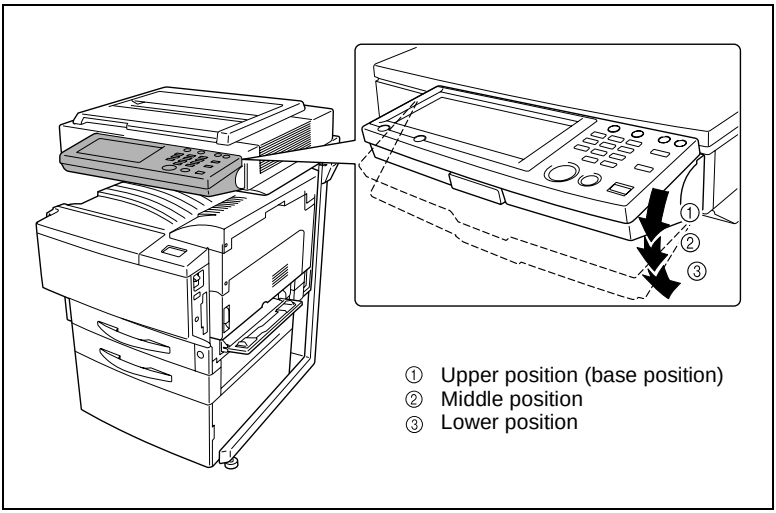
Be careful not to damage the touch panel.

➜ Never push down on the touch panel with force, and never press it using a hard or pointed object.

3.6 Adjusting the Angle of the Control Panel

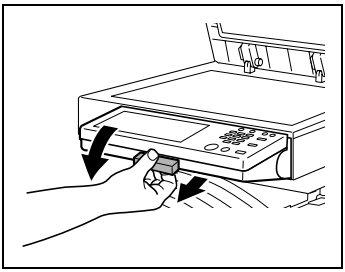
The control panel can be adjusted to any of three angles.

Adjust the control panel to the angle that allows for easy operation.

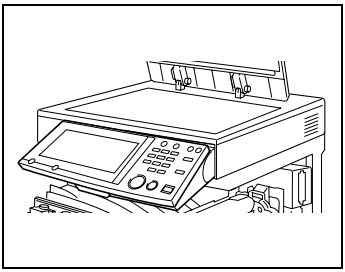


To adjust the angle of the control panel

1 Pull the control panel release lever toward you, and then push down on the control panel.

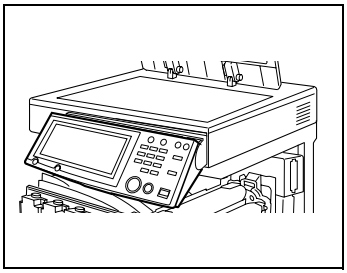


2 The angle of the control panel stops at the middle position.

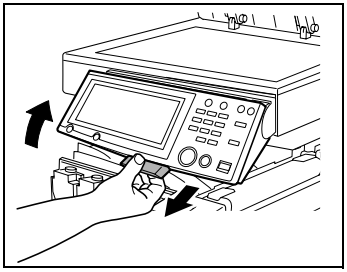


3 To adjust the control panel to an even steeper angle, pull the control panel release lever toward you, and then push down on the control panel.

4 The angle of the control panel stops at the lower position.



5 To return the control panel to the upper position, pull the control panel release lever toward you, and then pull up on the control panel.



3.7 Useful Operations

Auto Panel Reset

The machine automatically resets all modes and functions to their default settings if one minute has passed without the machine performing any operations.

If the magnetic card is removed from the optional data controller, the machine assumes that the user has changed and automatically resets all modes and functions to their default settings.

When the touch panel is reset, all settings that have not been stored, such as the number of copies, return to their default settings (p. 3-40).

The conditions for all modes and functions automatically returning to their default settings can be specified using the “Auto Panel Reset” function on the User’s Choice: 1 screen. For more details, refer to “To set the “Auto Panel Reset” function” on page 8-17.

Energy Saver Mode

If the copier is not used for 15 minutes, it automatically enters Energy Saver mode.

When the copier enters Energy Saver mode, the indicator on the [Start] key remains lit in green and the touch panel goes off. The copier conserves energy and waits to receive a job.

If the copier is not used for 30 minutes, it automatically enters Sleep mode.

TIP

The length of time after the last operation until the copier enters Energy Saver mode can be specified using the “Energy Saver” function on the User’s Choice: 1 screen. For more details, refer to chapter “8 Utility Mode Operations”.

To recover from Energy Saver mode

1. Press the [Start] key. (The Energy Saver mode can also be canceled by pressing any key on the operation panel or by touching the touch panel.)

2. The touch panel comes on again, and then after the copier has finished warming up, it is ready to begin printing (after about 30 seconds at normal room temperature (20 °C)).

Queuing a job during warm-up

An image can be scanned (a job can be queued) while the machine warms up after it is turned on. If a job is queued, printing begins after the copier has finished warming up (after about 5 minutes at normal room temperature (20 °C)).

Sleep Mode

If the copier is not used for 30 minutes, it automatically enters Sleep mode.

TIP

The length of time after the last operation until the copier enters Sleep mode can be specified using the "Sleep" function on the User's Choice: 1 screen.
For more details, refer to chapter "8 Utility Mode Operations".

➔ Press the [Start] key.
(The Sleep mode can also be canceled by pressing any key on the operation panel or by touching the touch panel.)

Interrupting a Copy Job

The job being printed can be interrupted.

This mode is convenient for pausing the current copy job in order to make a quick copy of a different document.

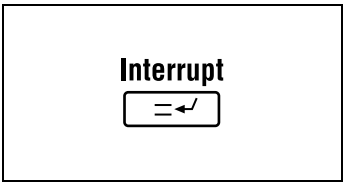
For details on prioritizing a copy job so that it will be printed when the current job is finished (without interrupting the current job), refer to “Increase Priority screen” (p. 6-55).

Note

Some functions cannot be interrupted.
In addition, certain functions cannot be set if the copier is in Interrupt mode. For more details, refer to the “Function Combination Table” (p. 12-12).

To interrupt a copy job

1 Press the [Interrupt] key while a job is being printed.



- The [Interrupt] key indicator lights up.
- The message “Now in the Interrupt mode.” appears. (At this point, printing of the job before the interruption continues.)
- The Copy mode settings return to their defaults. (The Copy mode settings of the job before the interruption and the remaining number of copies are recorded.)
- If no operation is performed for 1 minute after the [Interrupt] key is pressed, the Interrupt mode is automatically canceled.

2 Position the document(s) to be copied.

3 Select the desired Copy mode settings.

4 Press the [Start] key.

“Stopped Print” appears below Status in the job display.

5 Scanning of the document begins.

The job queue is displayed, and the job that printing was interrupted for is added to the queue.

6 The job that printing was interrupted for is added to the job display.

7 If the job that printing was interrupted for is ready for printing, the interrupted job stops being printed and the job that printing was interrupted for is printed.

When printing is finished, the job that printing was interrupted for is removed from the job display.

8 Press the [Interrupt] key. The [Interrupt] key indicator goes off and Interrupt mode is canceled.

The Copy mode settings for the job before printing was interrupted appear, and printing of the job that was interrupted automatically continues.

Automatically Selecting the Paper Source

If the selected paper drawer runs out of paper while a print job is being copied and a different paper drawer is loaded with paper meeting the following conditions, the other paper drawer is automatically selected so printing can continue. If the optional large capacity cabinet is installed, a maximum of 3,250 copies (with A4 C paper) can be made continuously.

This feature is convenient when making a large number of copies continuously.

Operating conditions

- The paper is the same size.
- The paper is the same type.
- The paper is in the same orientation.

When making a large number of copies continuously, load all paper drawers with paper meeting the conditions listed above.

When a different paper drawer is automatically selected, the next paper drawer in the following list is chosen.

- First priority: 2nd drawer
- Second priority: 3rd drawer
- Third priority: 4th drawer
- Fourth priority: 1st drawer

Making Test Copies (Copy 1 Set)

Before printing a large number of copies, a sample copy can be printed so you can check the specified settings. This is convenient for checking the selected settings before printing.

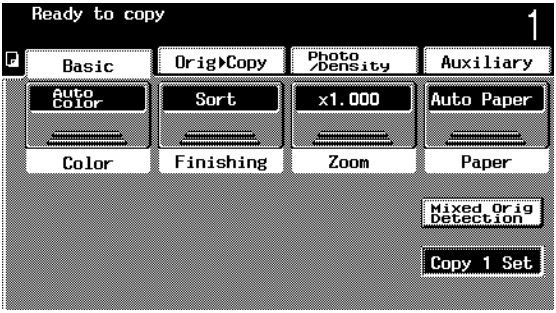
If a job is currently being printed, that job is interrupted so one test copy can be printed. After the single test copy is printed, the interrupted job automatically continues printing.

The number of copies remaining after the test print are recorded and the job is queued to be printed.

To make a test copy

1 Select the desired Copy mode settings.

2 In the Basic screen, touch [Copy 1 Set].



3 Press the [Start] key. Scanning of the document begins, and the job is queued.

4 Only one test copy is printed. Check the test copy.

A message appears, asking if the job should be continued.

5 If the remaining number of copies can be made with the current settings, touch [Yes].

The print job is queued for printing of the remaining number of copies.

6 If the remaining number of copies cannot be made with the current settings, touch [No]. The remaining number of copies of the job for the test print is canceled.

A message that the job has been done improperly appears.

7 Touch [Enter].

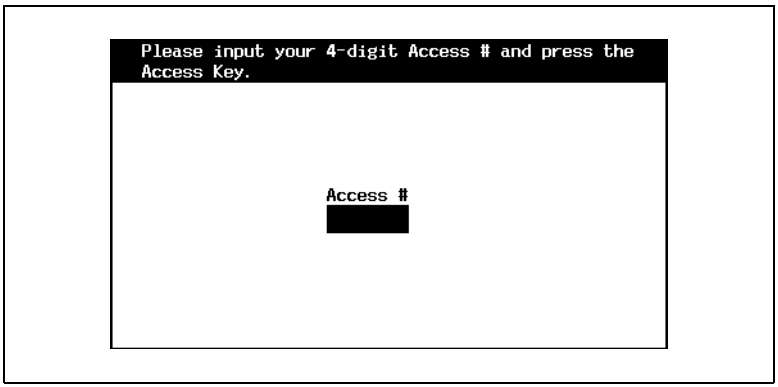
Making Copies Using Accounts ("Copy Track" Function)

The total number of copies allowed and the copies allowed for certain sizes can be set for up to 99 accounts.

- If the “Copy Track” function is used, printing is only possible by users who enter their assigned access code.
  Copying cannot be performed by users who do not know the access code. For access codes, contact your administrator.
- The access codes are set using the Administrator mode available from the User’s Choice screen. Settings should be made by the administrator.
  Settings cannot be made by anyone who does not log in using the administrator access code. For details on the administrator access code, contact the authorized service representative.

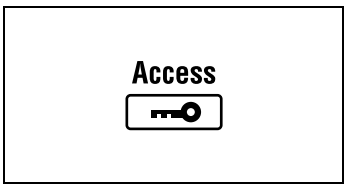
To make copies when accounts are specified

1 If an access code has been specified, a screen appears, indicating that the access code must be entered.



2 Using the keypad, enter the assigned four-digit access code.

3 Press the [Access] key. The access code input screen disappears, and the Basic screen appears.



4 Make copies using the desired Copy mode settings.

5 After you are finished making your copies, press the [Access] key.

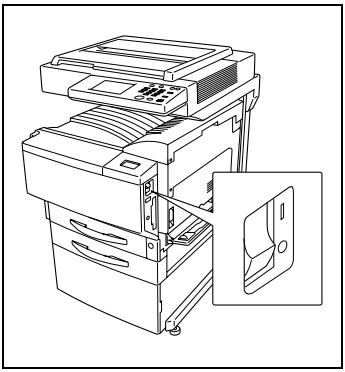
The access code input screen appears again.

3.8 Power Switch and Default Settings

Turning the Copier On and Off

To turn the copier on

➔ Set the power switch to “I”.



When the copier is turned on, the indicator on the [Start] key lights up in orange. A screen indicating that the machine is starting up appears.

After a few seconds, the message “Now warming-up. Ready to scan.” appears on the touch panel. When the indicator on the [Start] key lights up in green, a job can be queued.

To turn the copier off

1 Touch [Job Log] to check that no jobs are queued.

2 If any copies or printouts remain in the output tray, remove them.

3 Set the power switch to “O”.

The following are cleared.

- Settings that are not programmed, such as the number of copies
- Data scanned using the “Scan to Memory” function
- Jobs queued to be printed
- Jobs saved with the “Memory Recall” function

Stored zoom ratios, programmed Copy mode settings, Utility mode settings and UserBox settings are not erased.

...

Note

Do not turn off the copier while it is making copies or printing, otherwise a paper misfeed may occur.
Do not turn off the copier while it is scanning or sending or receiving data, otherwise all scanned data or transmission data will be deleted.
Do not turn off the copier while a queued job or stored data is waiting to be printed, otherwise the jobs will be deleted.

Default Settings

The settings selected when the copier is turned on (when the power switch is set to “I”) are called the default settings.

The default settings serve as a reference for all settings that are to be made.

- Number of copies: 1
- Color: Auto Color
- Finishing: Non-Sort
- Zoom: 1.000 (Full Size)
- Paper: Auto Paper
- Mixed Orig Detection: Off
- Copy 1 Set: Off
- Original: Single-sided
- Copy: Single-sided
- Original Direction: None specified
- Margin: None
- Thick Original: Off
- Photo/Density: Text&Photo
- Background density: Standard
- Density: Standard
- Glossy Mode: Off
- Auxiliary functions: All off
- Color Image Adjust: Standard
- Creation: All off

Tip

The language of the displays in the touch panel can be changed using the “Language Selected” function on the Admin. Mode: Admin. set screen. For more details, refer to “To set the “Language Selected” function” on page 9-7.

The default settings that the copier resets all functions to can be specified using the Utility mode. For more details, refer to chapter “8 Utility Mode Operations”.

4 Loading Paper

4.1 Paper Specifications

Use paper that meets the following specifications.

Paper Types

Paper Type Weight (g/m^2) Paper Source, Etc.	Plain Paper 64 g/m^2 to 90 g/m^2	Thick Paper 1 91 g/m^2 to 150 g/m^2	Thick Paper 2 151 g/m^2 to 209 g/m^2	Thick Paper 3 210 g/m^2 to 256 g/m^2
Manual bypass tray	○	○	○	○
1st drawer	○	○	○	○
2nd drawer	○	—	—	—
Paper feed unit*1	○	—	—	—
Large capacity cabinet*1	○	—	—	—
Double-sided copies*2	○	—	—	—
Finished copies*3	○	—	—	—

Paper Type Paper Source, Etc.	Overhead Projector Transpa-rencies C	Postcards	Envelopes	Label Sheets
Manual bypass tray	○	○	○	○
1st drawer	○	○	○	○
2nd drawer	—	—	—	—
Paper feed unit*1	—	—	—	—
Large capacity cabinet*1	—	—	—	—
Double-sided copies*2	—	—	—	—
Finished copies*3	—	—	—	—

* 1: The paper feed unit and large capacity cabinet are optional.
2: If the optional duplex unit is used to make double-sided copies, only certain types of paper can be used.
3: If the optional finisher is used to sort, punch holes and staple, only certain types of paper can be used.

Paper Sizes

Non-standard paper:

Paper Source	Paper Width	Paper Length
Manual bypass tray	90 mm to 311 mm	140 mm to 457 mm
1st drawer		
2nd drawer	—	—
Paper feed unit*1		
Large capacity cabinet*1	—	—

Standard paper:

Paper Size / Paper Source, Etc.	A3 Wide L	A3 L	B4 L	A4 L	A4 C	B5 L	B5 C
Manual bypass tray	○	○	○	○	○	○	○
1st drawer	○	○	○	○	○	○	○
2nd drawer	—	○	○	○	○	○	○
Paper feed unit*1	—	○	○	○	○	○	○
Large capacity cabinet*1	—	—	—	—	○	—	○*4
Double-sided copies*2	○	○	○	○	○	○	○
Finished copies*3	○	○	○	○	○	○	○

Paper Size / Paper Source, Etc.	A5 L	A5 C	B6 L	A6 Card
Manual bypass tray	○	○	○	○
1st drawer	○	○	○	○
2nd drawer	○	○	○	—
Paper feed unit*1	—	—	—	—
Large capacity cabinet*1	—	—	—	—
Double-sided copies*2	—	—	—	—
Finished copies*3	○	○	○	○

* 1: The paper feed unit and large capacity cabinet are optional.
2: If the optional duplex unit is used to make double-sided copies, only certain types of paper can be used.
3: If the optional finisher is used to sort, punch holes and staple, only certain types of paper can be used.
4: The paper size should be changed by your authorized service representative.

Paper Capacity

Paper Type Paper Source, Etc.	Plain Paper	Thick Paper 1	Thick Paper 2	Thick Paper 3
Manual bypass tray	1 sheet	1 sheet	1 sheet	1 sheet
1st drawer	250 sheets	20 sheets	20 sheets	20 sheets
2nd drawer	500 sheets	—	—	—
Paper feed unit*1	500 sheets	—	—	—
Large capacity cabinet*1	2,500 sheets	—	—	—

Paper Type Paper Source, Etc.	Overhead Projector Transpa-rencies	Postcards	Envelopes	Label Sheets
Manual bypass tray	1 sheet	1 sheet	1 sheet	1 sheet
1st drawer	20 sheets	20 sheets	20 sheets	20 sheets
2nd drawer	—	—	—	—
Paper feed unit*1	—	—	—	—
Large capacity cabinet*1	—	—	—	—

* 1: The paper feed unit and large capacity cabinet are optional.
2: If the optional duplex unit is used to make double-sided copies, only certain types of paper can be used.
3: If the optional finisher is used to sort, punch holes and staple, only certain types of paper can be used.
4: The paper size should be changed by your authorized service representative.

Paper Types To Be Avoided

The following types of paper should not be used, otherwise decreased print quality or paper misfeeds may occur.

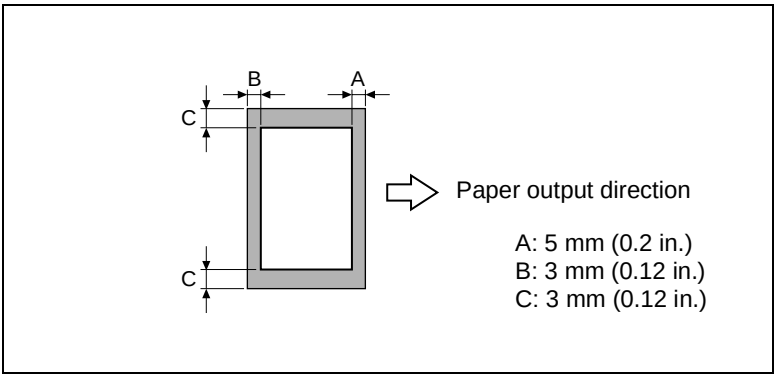
- Overhead transparencies that have already been fed through the copier (even if the transparency is still blank)
- Paper that has been printed on by a heat-transfer printer or an inkjet printer
- Paper that is either extremely thick or extremely thin
- Folded, curled, wrinkled, or torn paper
- Perforated paper or paper with punched holes
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Paper that has been treated, such as carbon-backed, heat-sensitive or pressure-sensitive paper
- Paper that has been decorated with foil or embossing
- Paper of various sizes
- Paper of a non-standard shape (not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc. attached

4.2 Print Area

Any part of the image within the area indicated below is not printed.

- A margin 5 mm (0.2 in.) from the leading edge of the paper (A)
- A margin 3 mm (0.12 in.) from the trailing edge of the paper (B)
- A margin 3 mm (0.12 in.) on both sides of the paper (C).

For details on using the copier to print from a computer when the printer controller is installed, refer to the manual for the printer controller.



4.3 Paper Storage

Observe the following precautions when storing the paper.

- ✚ Store the paper in a location that meets the following requirements:
  Not exposed to direct sunlight
  Not exposed to a flame
  Not exposed to high humidity
  Not extremely dusty
- ✚ Unwrapped paper should be stored in a plastic bag in a cool, dark location.
- - Keep paper out of the reach of children.

4.4 Loading Paper

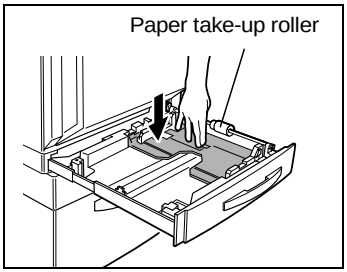
Loading Paper Into the 1st Drawer

1 Pull out the paper drawer for the 1st drawer.

2 Press down on the paper-lifting plate until it locks into place.

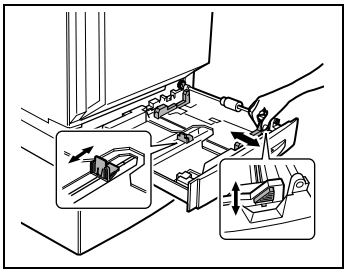
? *Has the paper take-up roller been touched?*

➜ Be careful not to touch the surface of the paper take-up roller with your hands. If the roller has been touched, wipe it with a dry cloth.

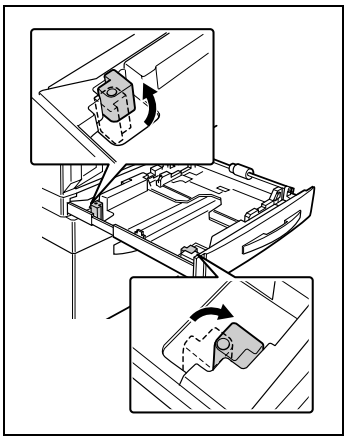


3 Slide the lateral guides to fit the size of paper to be loaded.

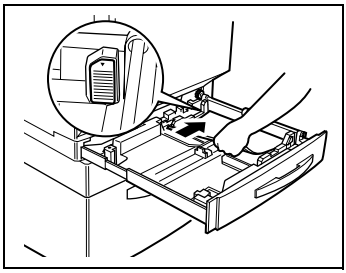
❍ For paper of a non-standard size, first load the paper, and then adjust the lateral guides to the size of the loaded paper.



4 For “A3Wide” paper, adjust the trailing-edge guides as shown in the illustration.



5 Load the paper into the drawer so that the side of the paper to be printed onto (the side facing up when the package was unwrapped) faces up.



6 When making manual double-sided copies, load the paper so that the second side (the blank side) faces up.

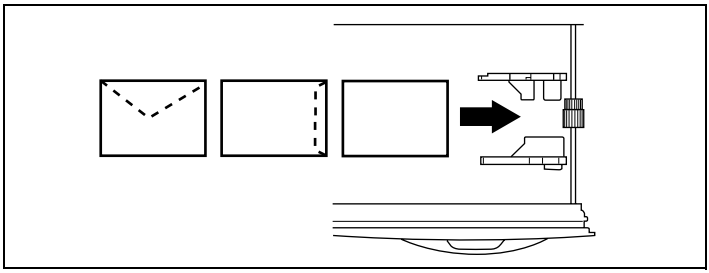
? *Has the paper been loaded correctly?*

If the paper is not loaded correctly, a paper misfeed may occur.

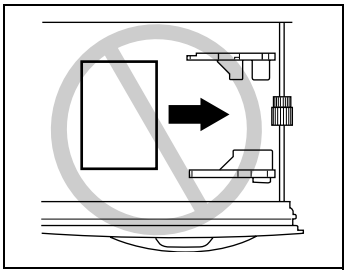
- ➜ Make sure that the paper is not curled when it is loaded.
- ➜ Do not load so much paper that the top of the stack is higher than the ▼ mark.
- ➜ Do not load more than 21 sheets of special paper.
- ➜ When loading additional paper, remove any paper remaining in the drawer, place it on the new paper, and then align the paper in the stack well before loading it into the drawer.
- ➜ Before loading envelopes, press them down to make sure that all air is removed, and the folds of the flaps are firmly pressed.
- ➜ We recommend replenishing the paper only after all of the paper in the drawer has been used.

? *Are postcards or envelopes loaded?*

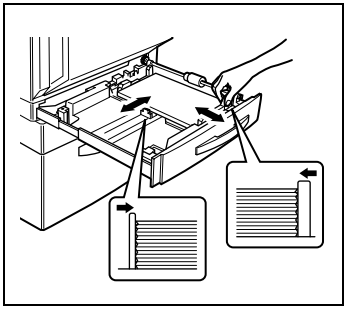
- ➜ When loading postcards or envelopes, load them with the shorter side as the leading edge and with the side to be printed on facing down, as shown.



➔ Do not load postcards or envelopes crosswise, as shown.

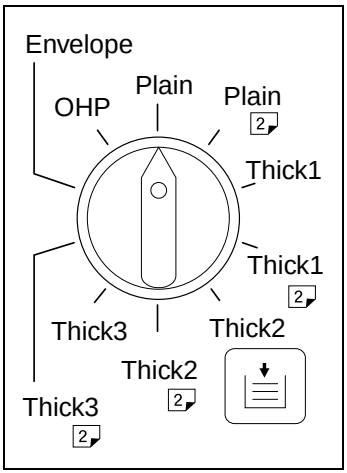


7 If paper of a non-standard size has been loaded, slide the lateral guides against the edges of the loaded paper.



8 Close the paper drawer.

9 Turn the media type selection dial to the setting for the type of paper loaded.



- Plain: Plain paper
- Plain 2 : Second side of a double-sided copy on plain paper. (During manual double-sided copying)
- Thick1: Thick paper 1
- Thick 1 2 : Second side of a double-sided copy on thick paper 1. (During manual double-sided copying)
- Thick2: Thick paper 2
- Thick2 2 : Second side of a double-sided copy on thick paper 2. (During manual double-sided copying)
- Thick3: Thick paper 3
- Thick3 2 : Second side of a double-sided copy on thick paper 3. (During manual double-sided copying)

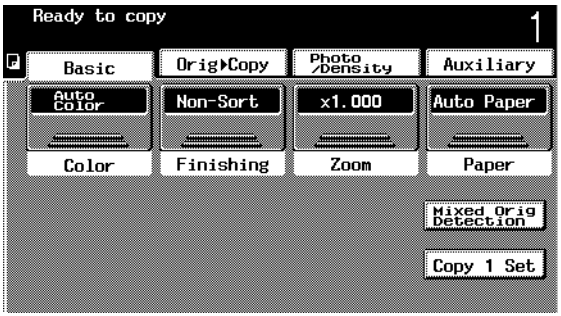
- Envelope: Envelopes
- OHP: Overhead projector transparencies

Tip

If postcards are loaded, set the media type selection dial to "Thick2".

If label sheets are loaded, set the media type selection dial to "Thick1".

Setting the Paper Size for the 1st Drawer



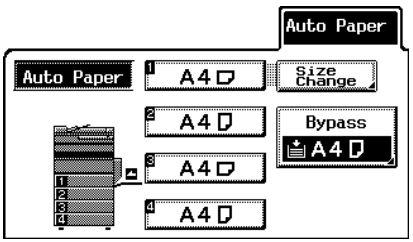
Since the size of the paper loaded into the 1st drawer is automatically detected, it is usually not necessary to set the paper size.

However, it may be necessary to set the paper size if the paper size is not automatically detected for some reason or if non-standard size paper is loaded.

To set the paper size

1 Touch [Paper].

A screen that shows the specified paper size settings appears.

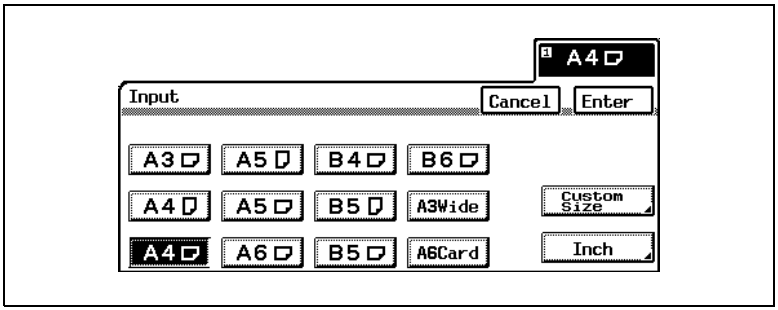


2 Select the 1st drawer.

3 Touch [Size Change].

The Input screen appears.

4 Select the setting for the size of paper that is loaded.



5 Touch [Enter].

The paper size for the 1st drawer is set.

To set a paper size in inch measurements

1 Touch [Paper].

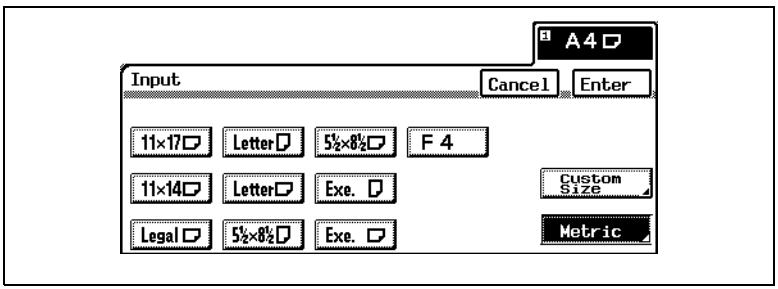
A screen that shows the specified paper size settings appears.

2 Select the 1st drawer, and then touch [Size Change].

3 Touch [Inch].

The Input screen appears with paper sizes in inch measurements.

4 Select the setting for the size of paper that is loaded.



5 Touch [Enter].

The paper size for the 1st drawer is set.

To set a non-standard (custom) paper size

If non-standard-sized paper is loaded, it will be necessary to enter the paper size.

1 Touch [Paper].

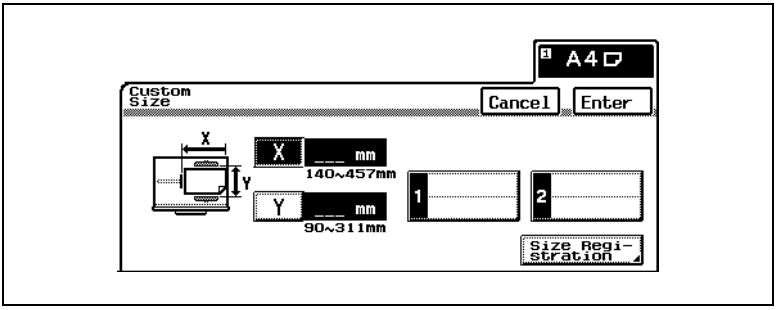
A screen that shows the specified paper size settings appears.

2 Select the 1st drawer, and then touch [Size Change].

3 Touch [Custom Size].

The Custom Size screen appears.

4 Make sure that “X” is selected.



5 Using the keypad, type in the length of side X for the paper that is loaded.

The entered length of side X appears.

6 Touch [Y].

7 Using the keypad, type in the length of side Y for the paper that is loaded.

The entered length of side Y appears.

8 Touch [Enter], and then touch [Enter] in the Input screen.

9 The paper size for the 1st drawer is set.

To store a non-standard (custom) paper size

Two non-standard paper sizes can be stored. Storing paper sizes that are used often enables the paper size to be quickly selected, without having to re-enter the setting.

1 Touch [Paper].

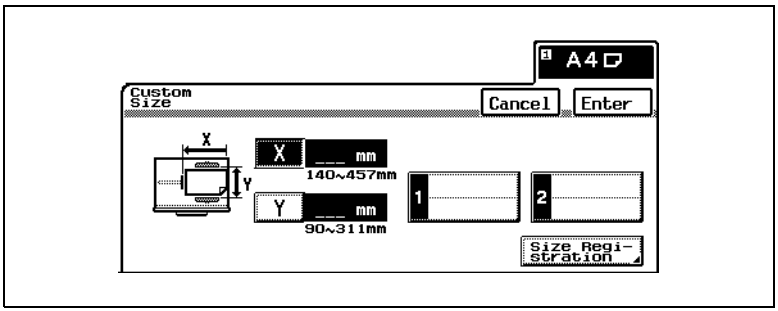
A screen that shows the specified paper size settings appears.

2 Select the 1st drawer, and then touch [Size Change].

3 Touch [Custom Size].

The Custom Size screen appears.

4 Make sure that “X” is selected.



5 Using the keypad, type in the length of side X for the paper that is loaded.

The entered length of side X appears.

6 Touch [Y].

7 Using the keypad, type in the length of side Y for the paper that is loaded.

The entered length of side Y appears.

8 Touch [Size Registration].

9 Touch either [1] or [2].

10 Touch [Enter], and then touch [Enter] in the Input screen.

The custom paper size is stored.

To select a stored non-standard (custom) paper size

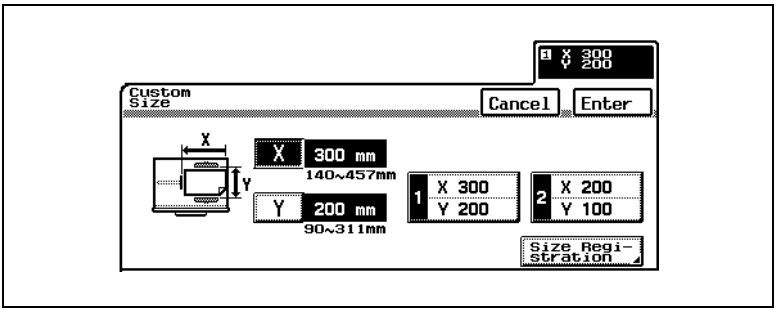
1 Touch [Paper].

A screen that shows the specified paper size settings appears.

2 Select the 1st drawer, and then touch [Size Change].

3 Touch [Custom Size].

4 Touch either [1] or [2] to select the stored custom paper size.



5 Touch [Enter], and then touch [Enter] in the Input screen.

The paper size for the 1st drawer is set.

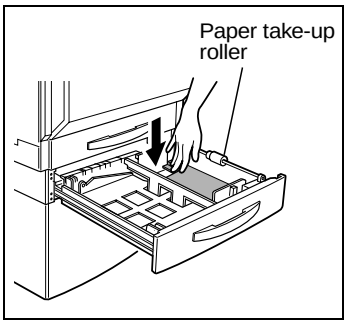
Loading Paper Into the 2nd Drawer or a Paper Feed Unit

1 Pull out the paper drawer.

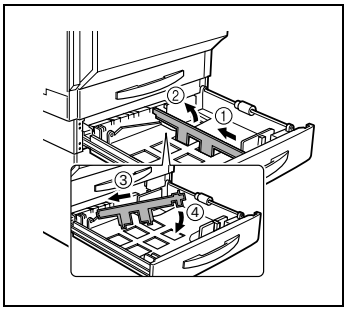
2 Press down on the paper-lifting plate until it locks into place.

? *Has the paper take-up roller been touched?*

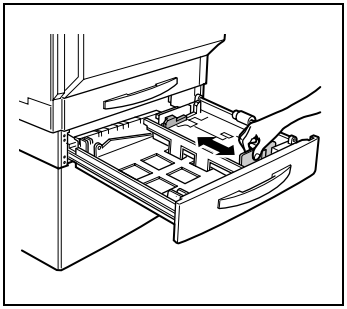
➜ Be careful not to touch the surface of the paper take-up roller with your hands. If the roller has been touched, wipe it with a dry cloth.



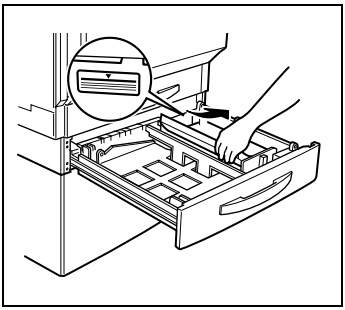
3 Remove the trailing-edge guide, and then re-install it for the size of paper to be loaded.



4 Slide the lateral guides to fit the size of paper to be loaded.



5 Load the paper into the drawer so that the side of the paper to be printed onto (the side facing up when the package was unwrapped) faces up.



? *Has the paper been loaded correctly?*

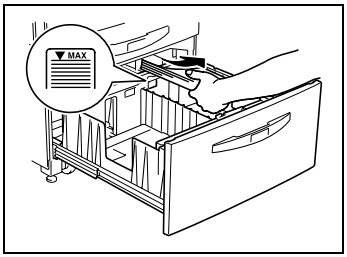
If the paper is not loaded correctly, a paper misfeed may occur.

- ➜ Make sure that the paper is not curled when it is loaded.
- ➜ Do not load so much paper that the top of the stack is higher than the ▼mark.
- ➜ Special paper cannot be fed from the 2nd drawer or optional paper feed units. If you wish to make copies onto special paper, feed it through the manual bypass tray or the 1st drawer.
- ➜ When loading additional paper, remove any paper remaining in the drawer, place it on the new paper, and then align the paper in the stack well before loading it into the drawer. If the paper is not aligned well, a paper misfeed may occur.
- ➜ We recommend replenishing the paper only after all of the paper in the drawer has been used.

6 Close the paper drawer.

Loading Paper Into the Large Capacity Cabinet

1 Pull out the paper drawer.



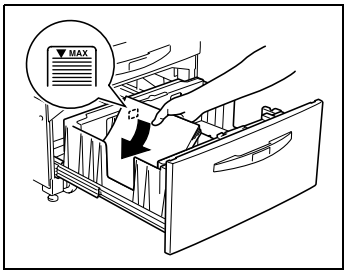
2 Load paper into the right side of the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.

? *Has the paper been loaded correctly?*

If the paper is not loaded correctly, a paper misfeed may occur.

- ➜ Make sure that the paper is not curled when it is loaded.
- ➜ Do not load so much paper that the top of the stack is higher than the ▼mark.
- ➜ Special paper cannot be fed from the large capacity cabinet. If you wish to make copies onto special paper, feed it through the manual bypass tray or the 1st drawer.
- ➜ When loading additional paper, remove any paper remaining in the drawer, place it on the new paper, and then align the paper in the stack well before loading it into the drawer.
- ➜ We recommend replenishing the paper only after all of the paper in the drawer has been used.

3 Load paper into the left side of the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.



? *Has the paper been loaded correctly?*

If the paper is not loaded correctly, a paper misfeed may occur.

- ➜ Make sure that the paper is not curled when it is loaded.
- ➜ Do not load so much paper that the top of the stack is higher than the ▼mark.
- ➜ Special paper cannot be fed from the large capacity cabinet. If you wish to make copies onto special paper, feed it through the manual bypass tray or the 1st drawer.

- ➜ The paper guide in the large capacity cabinet has been installed for A4 C-size paper. To use B5 C-size paper, consult your authorized service representative.
- ➜ When loading additional paper, remove any paper remaining in the drawer, place it on the new paper, and then align the paper in the stack well before loading it into the drawer.
- ➜ We recommend replenishing the paper only after all of the paper in the drawer has been used.

4 Close the paper drawer.

“Specialty Paper” function (2nd, 3rd or 4th drawer)

The paper loaded into the 2nd, 3rd or 4th drawer can be specified as special paper.

If the paper in a drawer is specified as special paper, the paper in that drawer is not automatically selected with the Paper setting “Auto Paper” This function is useful if special paper is loaded into a paper drawer.

For more details, refer to ““Specialty Paper” Settings” on page 8-24.

To set the “Specialty Paper” function

1 Press the [Utility] key.

2 Touch [User’s Choice: 2].

3 Touch [Specialty Paper].

4 Select the paper drawer that you wish to set.

5 Select the desired special paper setting.

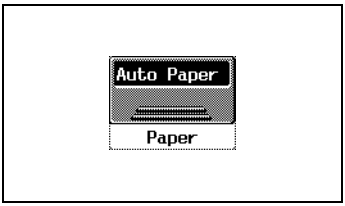
Loading Paper Into the Manual Bypass Tray

Paper can be fed manually through the manual bypass tray if you wish to copy onto paper that is not loaded into a drawer, or if you wish to copy onto special paper.

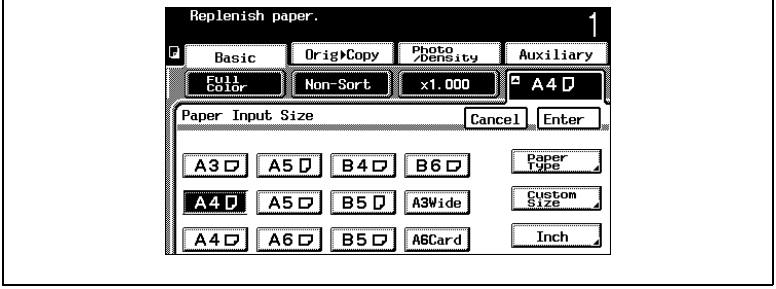
1 Touch [Paper].

A screen that shows the specified paper size settings appears.

2 Select the manual bypass tray.



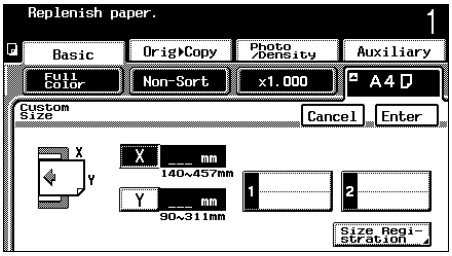
3 The Paper Input Size screen appears.



4 Select the setting for the size of paper that is loaded.
or
For paper sizes in inch measurements, touch [Inch] to display a screen containing inch paper size settings.

5 For a paper size other than the standard sizes listed on the screen, touch [Custom Size] to display a screen that allows you specify a size.

6 Using the keypad, type in the length of side X for the paper that is loaded.



7 Touch [Y], and then use the keypad to type in the length of side Y for the paper that is loaded.

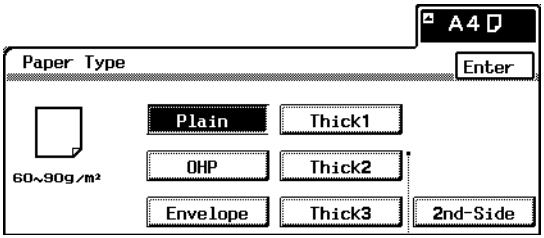
8 Touch [Enter].

9 Touch [Paper Type].

The Paper Type screen appears.

10 Select the setting for the type of paper that is loaded.

11 Touch [Enter].



12 Open the manual bypass tray.

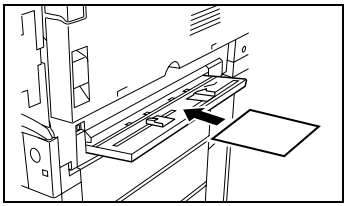
13 Prepare one sheet of the paper.

14 Load the paper into the manual bypass tray so that the front side of the paper (the side facing up when the package was unwrapped) faces down.

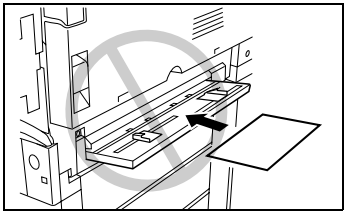
- ❍ When making manual double-sided copies, load the paper into the manual bypass tray so that the second side (the blank side) faces down.
- ❍ Copies will be made on the surface of the paper facing down when paper is loaded into the manual bypass tray.

? *Are A6 cards loaded?*

➜ When loading A6 cards, load them with the shorter side as the leading edge, as shown

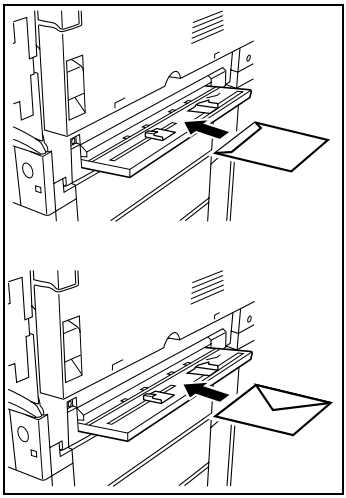


➜ Do not load A6 cards crosswise, as shown.

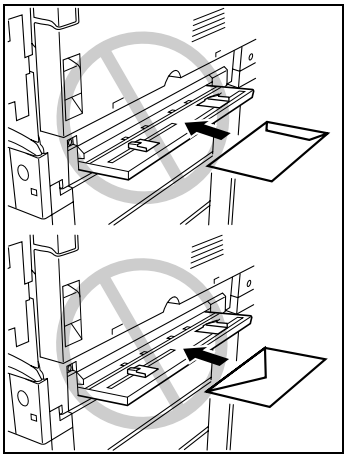


? *Are envelopes loaded?*

➜ Before loading envelopes, press them down to make sure that all air is removed, and the folds of the flaps are firmly pressed. Load the envelopes with the shorter side as the leading edge and with the side to be printed facing up, as shown.

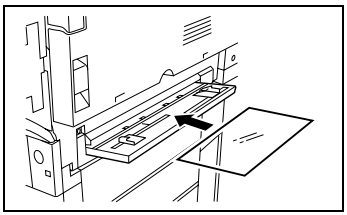


➜ Do not load envelopes crosswise, as shown.

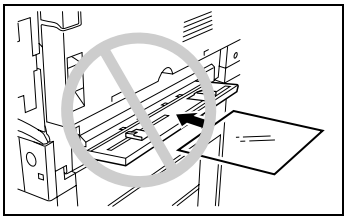


? *Are Overhead Projector tranparencies loaded?*

➜ When loading Overhead Projector transparencies, load them with the longer side as the leading edge, as shown.



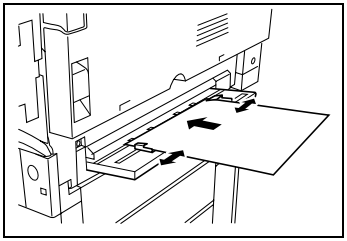
➜ Do not load Overhead Projector transparencies lengthwise, as shown.



15 Adjust the paper guides to fit the size of paper that is loaded.

16 Lightly slide the paper into the feed slot as much as possible so that the edge of the paper is fed into the copier.

❍ Feed only one sheet of paper at a time.



17 Copying can begin.

5 Original Documents

5.1 Document Feeding

The document can be fed in one of two different ways. Be sure to position the document correctly according to the type of document being copied.

Document Feed Method	Features
Multi-sheet feeding	Using the duplexing document feeder, a multi-page document can be fed automatically. This feed method can also be used with double-sided documents, and is perfect for multi-page double-sided documents. See page 5-5.
Manual feeding	The document is placed directly on the original glass, then scanned. Each page of the document must be positioned manually (i.e., the previous one must be removed and the next one placed on the original glass). This method is best with books and other documents that cannot be fed through the duplexing document feeder. See page 5-10.

Document Types

Note

Be sure to use the document paper type appropriate for the feed method being used. If the correct paper type is not used, a paper misfeed or damage to the document may occur.

Multi-sheet feeding (Plain paper)

	Single-sided documents	Double-sided documents
Document paper type	Plain paper: 35 g/m^2 to 128 g/m^2 (9-1/4 lbs. to 34 lbs.)	Plain paper: 50 g/m^2 to 110 g/m^2 (13-1/4 lbs. to 29-1/4 lbs.)
Document paper size	A3 L, A4 L, A4 C, A5 L, A5 C, B4 L, B5 L, B5 C, B6 L, 11 in. × 15 in., 210 mm × 330 mm L, 203 mm × 330 mm L, 216 mm × 330 mm L, 220 mm × 330 mm L	
Paper capacity	100 sheets (80 g/m^2)	
Orientation	Face-up, Normal direction	

Multi-sheet feeding (Thick paper)

	Single-sided documents
Document paper type	Plain paper: 129 g/m^2 to 210 g/m^2 (34-1/4 lbs. to 55-3/4 lbs.)
Document paper size	A3 L, A4 L, A4 C, A5 L, A5 C, B4 L, B5 L, B5 C, B6 L, 11 in. × 15 in., 210 mm × 330 mm L, 203 mm × 330 mm L, 216 mm × 330 mm L, 220 mm × 330 mm L
Paper capacity	38 sheets (210 g/m^2)
Orientation	Face-up, Normal direction

Multi-sheet feeding (Document of mixed sizes)

	Single-sided documents
Document paper type	Plain paper: 50 g/m^2 to 110 g/m^2 (13-1/4 lbs. to 29-1/4 lbs.)
Document paper size	Refer to the “Mixed originals paper sizes” table below.
Paper capacity	100 sheets (80 g/m^2)
Orientation	Face-up, Normal direction

Mixed Originals Paper Sizes

Possible combinations for mixed original paper sizes

Document width > Document sizes	A3 L	A4 C	B4 L	B5 C	A4 L	A5 C	B5 L	A5 L
A3 L	○	○	—	—	—	—	—	—
A4 C	○	○	—	—	—	—	—	—
B4 L	○	○	○	○	—	—	—	—
B5 C	○	○	○	○	—	—	—	—
A4 L	○	○	○	○	○	○	—	—
A5 C	—	—	○	○	○	○	—	—
B5 L	—	—	○	○	○	○	○	—
A5 L	—	—	—	—	—	—	○	○

* ○: Possible
—: Not possible

Document Precautions (Multi-Sheet Feeding)

The following types of documents should not be used, otherwise paper misfeeds or damage to the document may occur. Instead, these types of documents should be fed manually.

- Rolled documents
- Wrinkled or torn documents
- Folded documents (folded in half or fanned)
- Highly translucent or transparent documents, such as overhead transparencies or diazo photosensitive paper
- Documents with binder holes (3 holes)
- Documents with many binder holes, such as loose-leaf paper
- Coated documents, such as heat-sensitive or carbon-backed paper
- Inkjet printer paper
- Documents printed with this copier should be used.

Document Precautions (Manual Feeding)

The following precautions should be observed when manually feeding the types of documents listed below. Handle the documents as described.

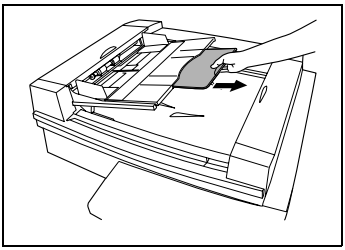
- For non-standard-sized documents:
  The document size cannot be detected automatically, therefore, the Paper setting “Auto Paper” and the Zoom setting “Auto Size” cannot be used. In the Basic screen, touch [Paper], and then select the appropriate paper size setting. For details on selecting the paper size, refer to “Selecting the Paper Setting” of “Specifying Copy Settings” (page 6-17).
- For highly translucent or transparent documents, such as overhead projector transparencies or diazo photosensitive paper:
  The document size cannot be detected automatically. Place a blank sheet of paper of the same size as the document over the document.
- For thick objects, such as books:
  With thick books, the original cover, or the duplexing document feeder if it is installed, cannot be closed. Scan the document without closing the original cover or the duplexing document feeder. Do not place objects exceeding 2 kg on the original glass. In addition, if a book is placed on the original glass, do not press it down extremely hard, otherwise the original glass may be damaged. (The original glass can withstand a weight of 2 kg.)

5.2 Feeding the Document

The duplexing document feeder feeds in, scans, then automatically feeds out each page in a multi-page document, one page at a time. The correct type of document must be loaded in order for the duplexing document feeder to function properly.

Multi-Sheet Feeding

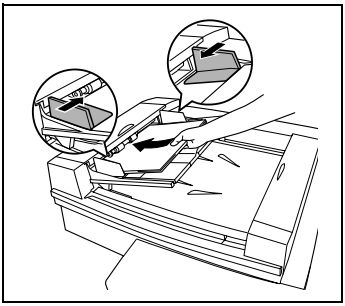
1 If large-sized documents are to be loaded, pull out the document support.



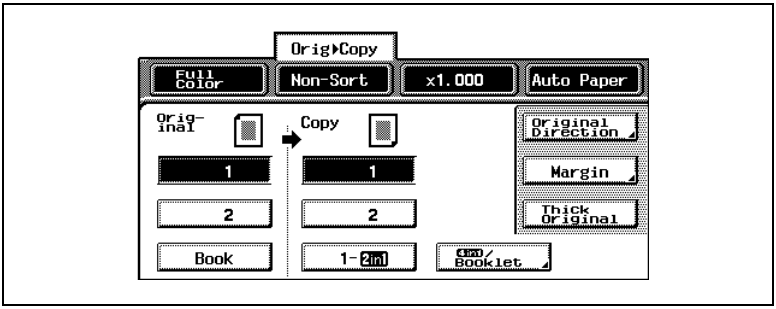
2 Load the document face up in the document feed tray.

3 Slide the adjustable document guides to fit the size of the document.

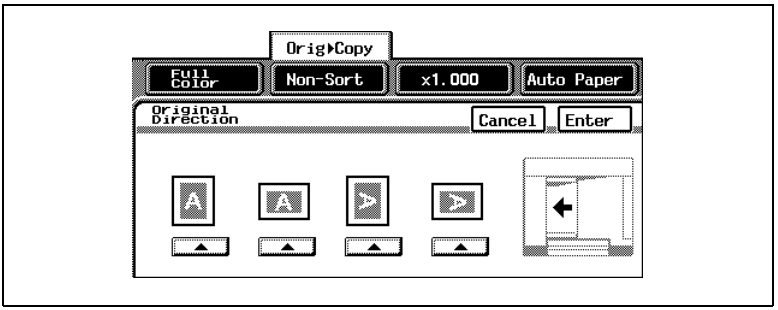
4 Be sure to adjust the document guides to the size of the document, otherwise the documents may not be fed in straight.



5 Touch [Orig▶Copy].
The Original▶Copy screen appears.



6 Touch [Original Direction]. The Original Direction screen appears.



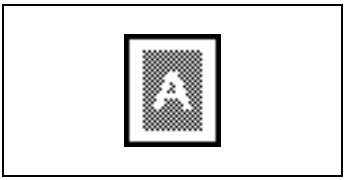
7 Select the setting appropriate for your document, and then touch [Enter].

If the orientation of the document is different from that of the selected Original Direction setting, 2in1 or 4in1 copies will not be printed correctly.

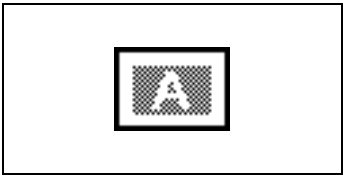
? *Is the Original Direction selected?*

If the Original Direction setting is not selected, documents loaded crosswise will be copied with the portrait orientation and documents loaded lengthwise will be copied with the landscape orientation.

➜ Loaded crosswise:
Portrait orientation



➜ Loaded lengthwise:
Landscape orientation



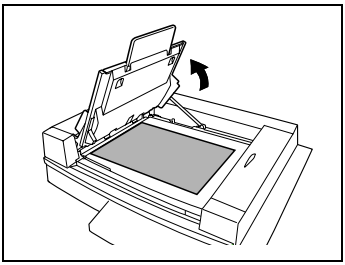
8 If documents printed on thick paper are loaded, touch [Thick Original].

9 Select the desired copy settings, and then press the [Start] key.

10 The documents are fed in, starting with the topmost document.

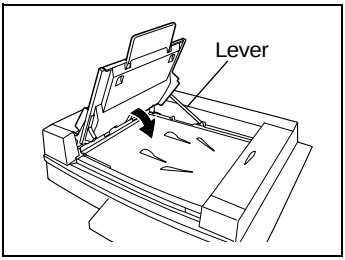
11 After the documents are scanned, they are fed out into the document output tray.

12 When removing large-sized documents, carefully lift up the document feed tray (of the duplexing document feeder) as far as possible.



13 Remove the documents from the document output tray.

14 Carefully lower the document feed tray.



CAUTION

Do not press on the lever at the rear of the copier.

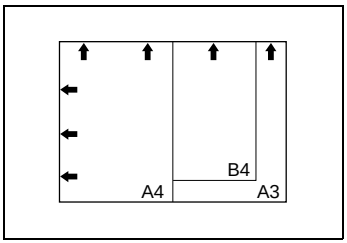
➜ When closing the document feed tray, do not press on the lever at the rear of the copier, otherwise the document feed tray may close quickly and pinch your hand.

To feed documents of mixed sizes

Documents of various standard-sized pages can be scanned and copied as a set using the duplexing document feeder.

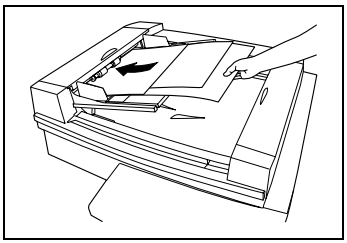
The combinations of paper sizes that can be used with the “Mixed Orig Detection” function are shown below.

1 Stack the pages of the document face up as shown, making sure that all pages are aligned at the back edge and on the left side.

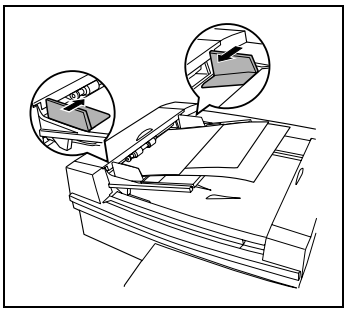


2 Slide the document guide at the front of the copier to the edge of the largest page.

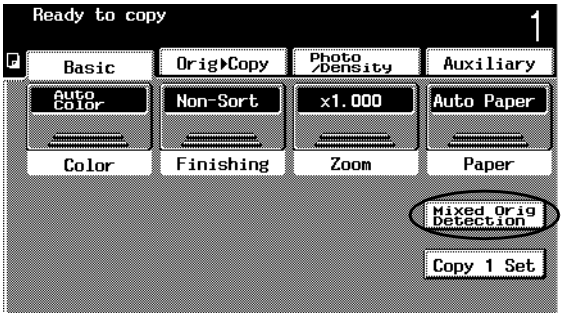
3 Load the document so that all pages are aligned along the document guide toward the rear of the copier.



4 Be sure to adjust the document guides to the size of the document, otherwise the documents may not be fed in straight.



5 In the Basic screen, touch [Mixed Orig Detection].



6 Select the desired copy settings, and then press the [Start] key.

The topmost page of the document is fed in and scanning begins.

Manual Feeding

Place the document directly on the original glass, and then it is scanned. Each page of the document must be positioned manually (i.e., the previous one must be removed and the next one placed on the original glass).

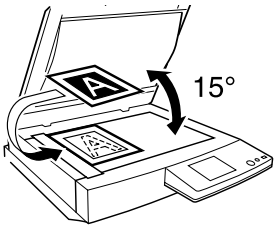
This method is best with books and other documents that cannot be fed through the duplexing document feeder.

1 Lift open the original cover, or the duplexing document feeder if it is installed.

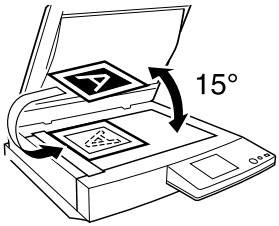
- ❍ Lift open the original cover, or the duplexing document feeder if it is installed, 15° or more, otherwise the document size will not be detected.

2 Position the document face down onto the original glass with the top of the document toward either the rear or the left side of the copier.

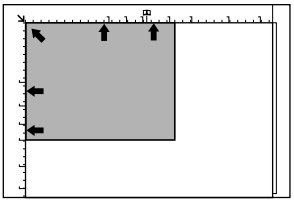
When loaded crosswise:



When loaded lengthwise:

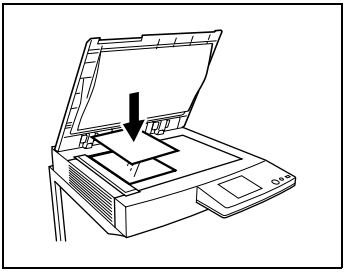


3 Align the document with the document scales.



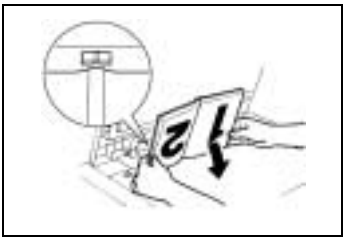
4 <For transparent or translucent documents>

Place a blank sheet of paper of the same size as the document over the document.



5 <For bound documents spread over two facing pages, such as a book or magazine>

Position the top of the book toward the back of the copier, as shown.



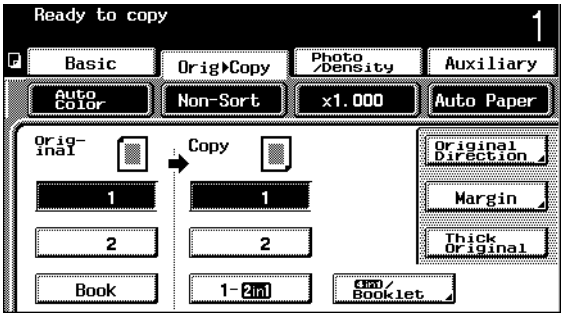
6 Position the document with the binding aligned with the mark on the top document width scale. Touch [Orig▶Copy], and then touch [Book]. Select the desired Book setting, and then touch [Enter].
For more details, refer to “Selecting the Orig > Copy Settings (Original Settings)” on page 6-25.

NOTE
Do not place objects exceeding 2 kg on the original glass. In addition, if a book is placed on the original glass, do not press it down extremely hard, otherwise the original glass may be damaged.

For thick books or large objects, make the copy without closing the original cover or duplexing document feeder. When the document is being scanned without closing the original cover or duplexing document feeder, do not look directly at the light that may shine through the original glass. Although the light that shines through the original glass is bright, it is not a laser beam and, therefore, is not as dangerous.

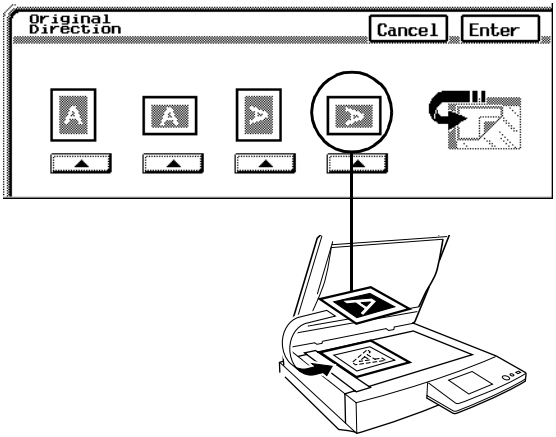
7 Touch [Orig ▶Copy].

The Original ▶Copy screen appears.



8 Touch [Original Direction]. The Original Direction screen appears.

9 Select the setting appropriate for your document, and then touch [Enter].

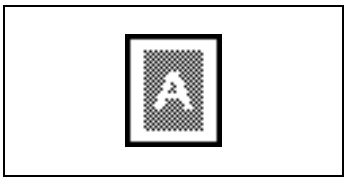


If the orientation of the document is different from that of the selected Original Direction setting, 2in1 or 4in1 copies will not be printed correctly.

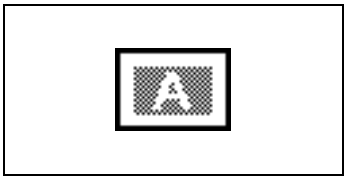
? *Is the Original Direction selected?*

If the Original Direction setting is not selected, documents loaded crosswise will be copied with the portrait orientation and documents loaded lengthwise will be copied with the landscape orientation.

➜ Loaded crosswise:
Portrait orientation



➜ Loaded lengthwise:
Landscape orientation



10 Select the desired copy settings, and then press the [Start] key.

11 Scanning of the document begins.

12 When using a mode where multiple documents are to be scanned, such as when making 2in1 copies, a message appears showing the job number.

13 To continue scanning, remove the document, position the next page of the document on the original glass, and then press the [Start] key.

14 When all of the document pages have been scanned, touch [Finish].

15 Press the [Start] key. The copy job is queued for printing.

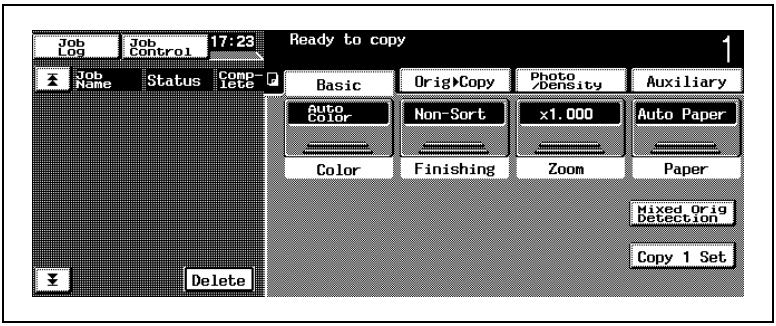
16 Lift open the original cover, or the duplexing document feeder if it is installed, and then remove the document.

17 Close the original cover, or the duplexing document feeder if it is installed.

6 Basic Operations

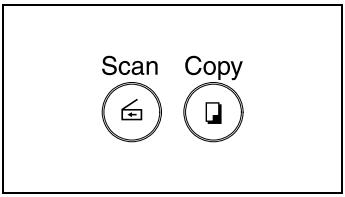
6.1 Making Copies

The procedure for making basic copies is described below.



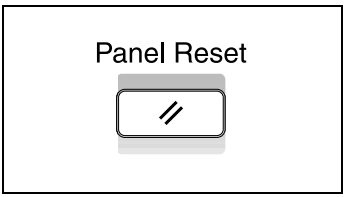
1 Check that the [Copy] key indicator is lit in green and that the copier is in Copy mode.

- If the [Scan] key is lit in green, press the [Copy] key.



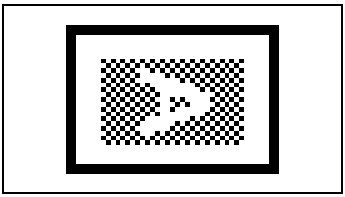
2 Press the [Panel Reset] key.

- In order to prevent paper misfeeds, all copy modes and functions should be reset.



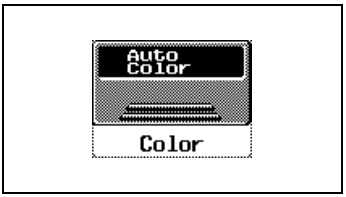
3 Position the document(s) to be copied.

- For details, refer to “Feeding the Document” on page 5-5.



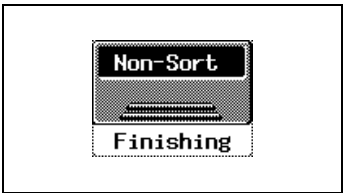
4 Make sure that the Color setting "Auto Color" is selected.

- For details, refer to "Selecting the Color Setting" (p. 7-19).



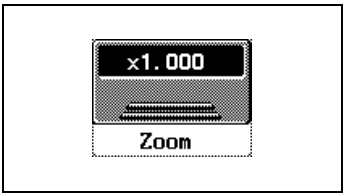
5 Make sure that the Finishing setting "Non-Sort" is selected.

- For details, refer to "Selecting the Finishing Setting" (p. 7-13).



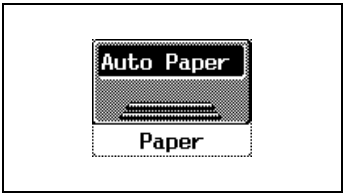
6 Make sure that the Zoom setting "×1.000" is selected.

- For details, refer to "Specifying a Zoom Setting" (p. 6-20).



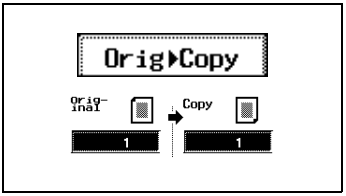
7 Make sure that the Paper setting "Auto Paper" is selected.

- For details, refer to "Selecting the Paper Setting" (p. 6-17).



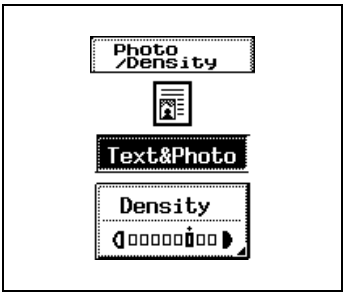
8 Touch [Orig▶Copy].

- Make sure that the single-sided original and the single-sided copy settings are selected.
- For details, refer to "Selecting the Orig▶Copy Settings" (p. 7-1).



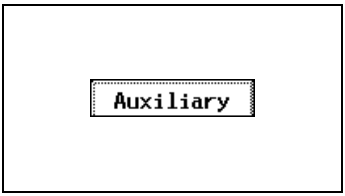
9 Touch [Photo/Density].

- Make sure that the Photo/ Density setting “Text&Photo” is selected.
- Make sure that the standard (middle) Density setting is selected.
- For details, refer to “Selecting the Photo/Density Setting” (p. 6-32).



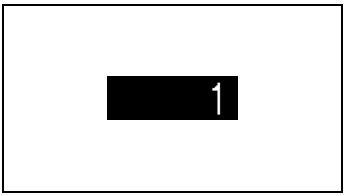
10 Touch [Auxiliary].

- Check that no functions are selected. No Auxiliary functions are used during basic copying.
- For details, refer to chapter “7 Advanced Operations”.



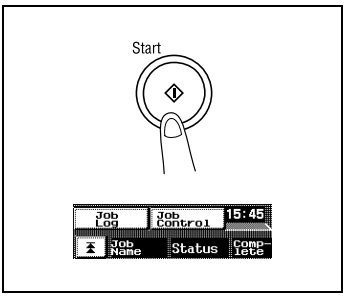
11 Make sure that the number of copies is set to “1”.

- To specify multiple copies, use the keypad to enter the desired number of copies. Up to 999 copies can be specified.



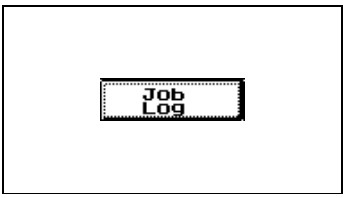
12 Press the [Start] key. The copy job appears in the job display.

- Copying is performed in the order that the job was programmed.
- If other jobs are being printed, the job will be queued (multi-job feature).

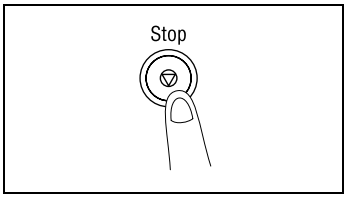


13 Touch [Job Log].

- The printing status of the programmed job and the job’s settings can be viewed.
- For details, refer to “Controlling Jobs” (p. 6-41).



14 To quit copying, press the [Stop] key.



6.2 Practical Copy Examples

Examples of various basic copy operations are described below.

Refer to the following procedures for details on performing the various copy operations.

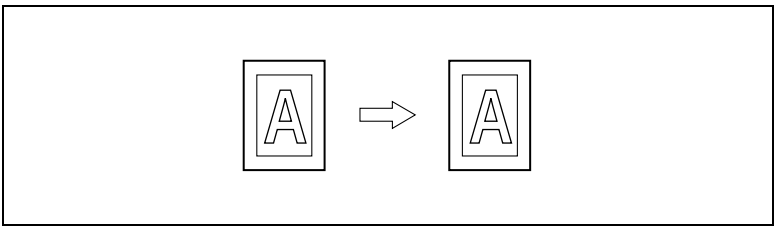
Note

These explanations assume that all functions, such as those available on the Utility screen, are set to their default settings.

If any function has been customized, it may not be possible to perform the operations as described below.

To make a copy that is the same size as the original

An example for making one single-sided copy that is the same size as the single-sided original is described below.

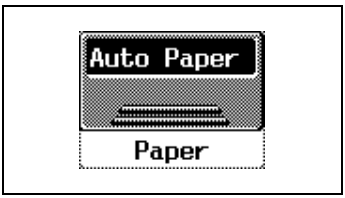


1 Load the document into the duplexing document feeder.

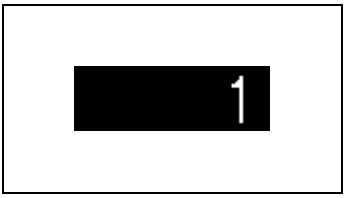
When loading the document, load it so that the side that you wish to copy faces up and the top is toward the rear of the copier. Then, adjust the document guides to fit the size of the document.

2 Touch [Paper].

Make sure that paper of the same size as the document is loaded into a paper drawer.

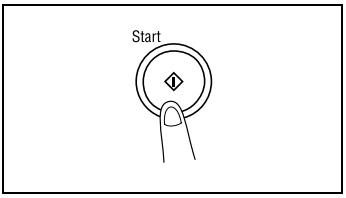


3 Make sure that the number of copies is set to “1”.



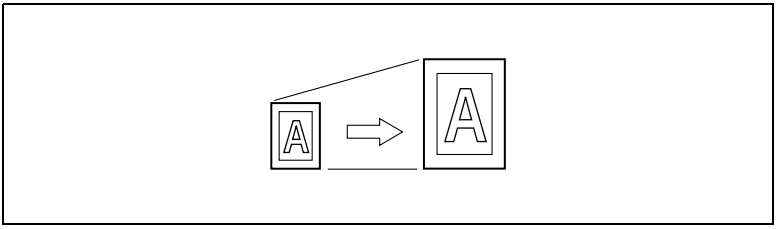
4 Press the [Start] key. The copy job appears in the job display.

Copying is performed in the order that the job was programmed.



To make an enlarged copy of the document

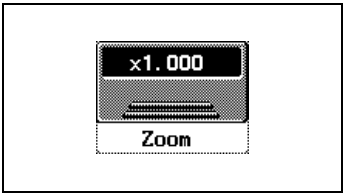
An example for making one single-sided A3-size enlargement from a single-sided A4-size original is described below.



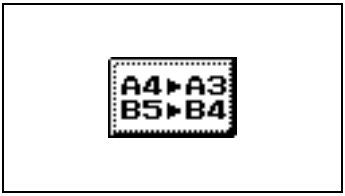
1 Load the document into the duplexing document feeder.

When loading the document, load it so that the side that you wish to copy faces up and the top is toward the rear of the copier. Then, adjust the document guides to fit the size of the document.

2 Touch [Zoom].

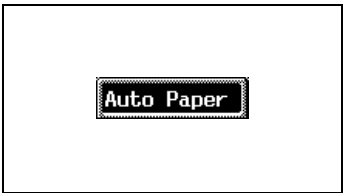


3 Touch [A4▶A3].

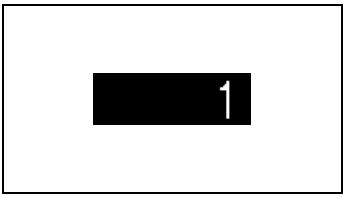


4 Touch [Paper].

Make sure that A3-size paper is loaded into a paper drawer.

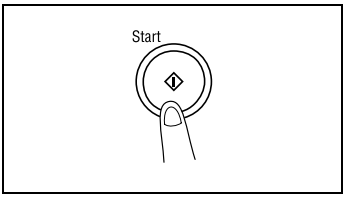


5 Make sure that the number of copies is set to “1”.



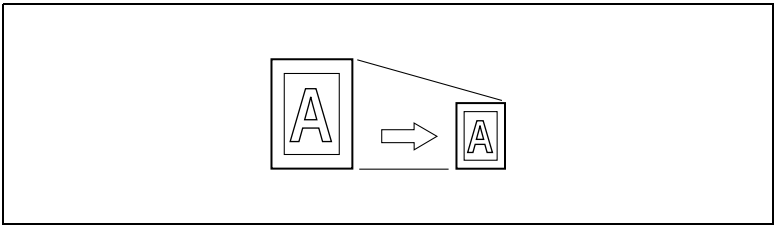
6 Press the [Start] key. The copy job appears in the job display.

Copying is performed in the order that the job was programmed.



To make a reduced copy of the document

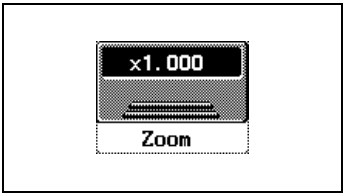
An example for making one single-sided A4-size reduction from a single-sided A3-size original is described below.



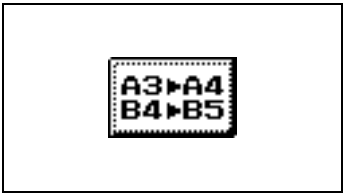
1 Load the document into the duplexing document feeder.

When loading the document, load it so that the side that you wish to copy faces up and the top is toward the left side of the copier. Then, adjust the document guides to fit the size of the document.

2 Touch [Zoom].

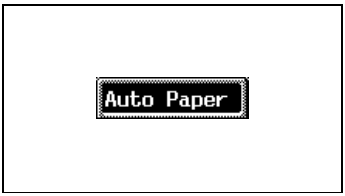


3 Touch [A3 ▶ A4].

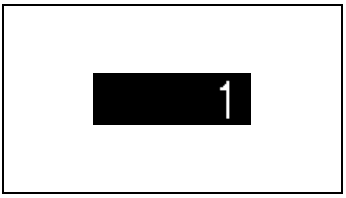


4 Touch [Paper].

Make sure that A4-size paper is loaded into a paper drawer.

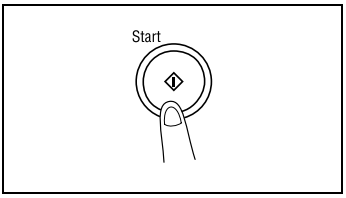


5 Make sure that the number of copies is set to “1”.



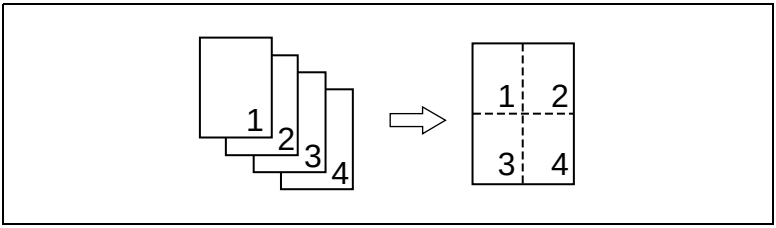
6 Press the [Start] key. The copy job appears in the job display.

Copying is performed in the order that the job was programmed.



To reduce paper use

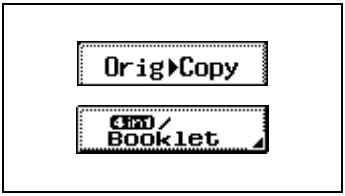
An example for copying four single-sided A4-size documents onto one single-sided A4-size page is described below.



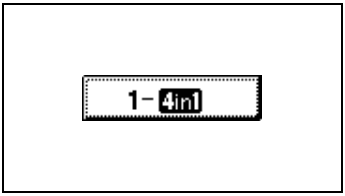
1 Load the document into the duplexing document feeder.

When loading the document, load it so that the side that you wish to copy faces up and the top is toward the rear of the copier. Then, adjust the document guides to fit the size of the document.

2 Touch [Orig ▶Copy], and then touch [4in1/Booklet].

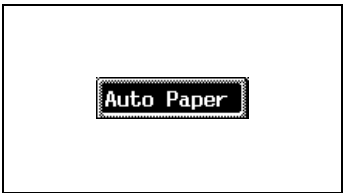


3 Touch [1-4in1], and then touch [Enter].

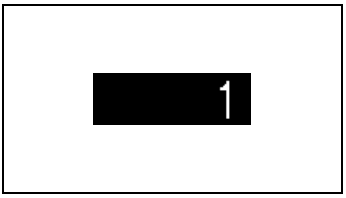


4 Touch [Paper].

Make sure that A4-size paper is loaded into a paper drawer.

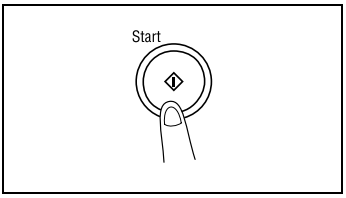


5 Make sure that the number of copies is set to “1”.



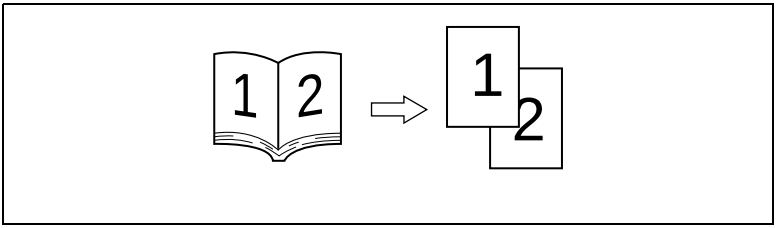
6 Press the [Start] key. The copy job appears in the job display.

Copying is performed in the order that the job was programmed.



To make copies from a book or magazine

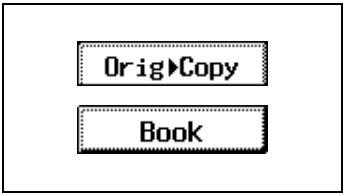
An example for making two separate single-sided A4 C-size copies from an open A4-size book is described below.



1 Position the book face down onto the original glass.

When positioning the document, position it so that the top is toward the rear of the copier. In addition, align the center of the book with the book mark on the document scale.

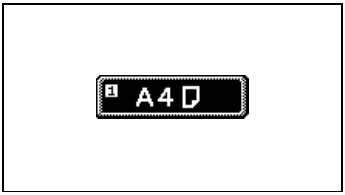
2 Touch [Orig ▶Copy], and then touch [Book].



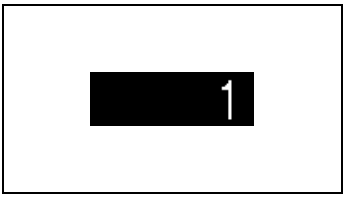
3 Make sure that [Separation] is selected, and then touch [Enter].

4 Touch [Paper].

Select the drawer loaded with A4 C paper.

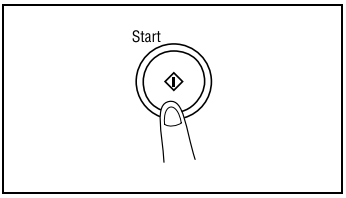


5 Make sure that the number of copies is set to “1”.



6 Press the [Start] key. The copy job appears in the job display.

Copying is performed in the order that the job was programmed.

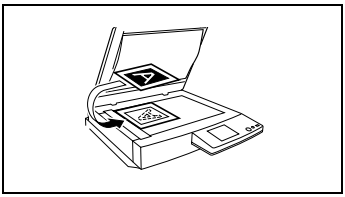


To copy a postcard

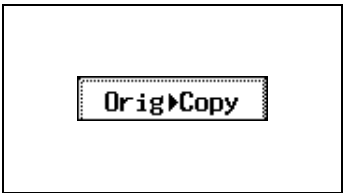
An example for making a single-sided copy from a single-sided postcard onto a postcard loaded into the manual bypass tray is described below.

1 Position the postcard document face down onto the original glass.

When positioning the document, position it so that the top is toward the rear of the copier.

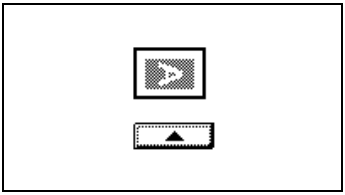


2 Touch [Orig ▶Copy].

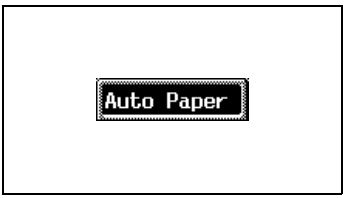


3 Touch [Original Direction].

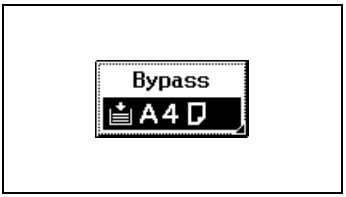
4 Touch the setting for a document with the top pointing to the right.



5 Touch [Paper].

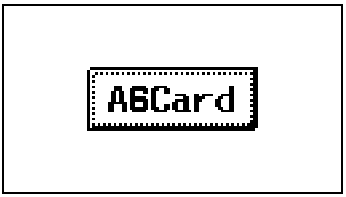


6 Select the manual bypass tray.



7 Touch [A6Card].

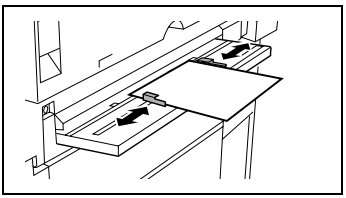
The “Thick2” Paper setting is automatically selected.



8 Prepare one postcard.

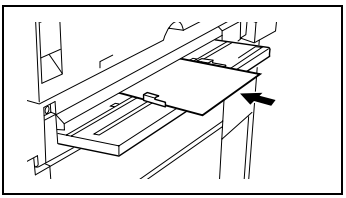
Load the postcard into the manual bypass tray with the top of the postcard entering the feed slot and the side to be printed onto facing down. (The side where the address is written should face up.)

9 Adjust the paper guides to the size of the postcard.



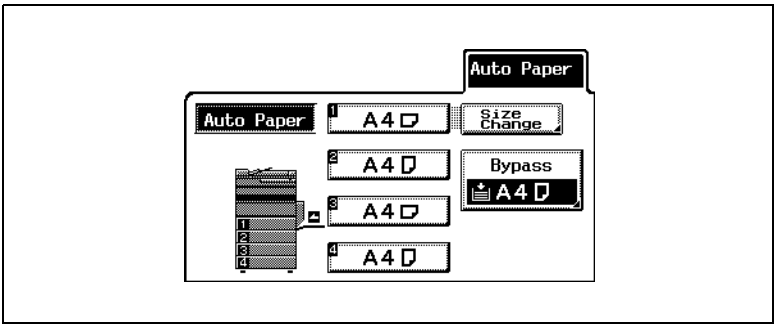
10 Lightly slide the postcard into the feed slot as much as possible.

The postcard is fed in and copying begins.



6.3 Selecting the Paper Setting

The paper used for making copies can be selected.



There are three ways of selecting the paper.

- Automatic paper selection (“Auto Paper” setting)
- Manual paper selection
- Manual bypass tray selection (“Bypass” setting)

Selecting the Paper Setting Automatically (“Auto Paper” Setting)

The most appropriate paper size based on the size of the document loaded and the specified zoom ratio is automatically selected.

However, if the paper in a drawer is specified as special paper, the paper in that drawer is not selected with the “Auto Paper” setting.

"Specialty Paper" function

If the paper in a drawer is specified as special paper, the paper in that drawer is not automatically selected with the Paper setting “Auto Paper”. The “Specialty Paper” function is useful if special paper is loaded into a paper drawer.

For more details, refer to ““Specialty Paper” Settings” on page 8-24.

Selecting the Paper Manually

The drawer containing the appropriate paper that you wish to use can be selected.

Selecting the Manual Bypass Tray (“Bypass” Setting)

Copies can be made onto the paper loaded into the manual bypass tray.

Auto Paper Source Selection Feature

If the selected paper drawer runs out of paper during printing and a different paper drawer is loaded with paper meeting the following conditions, the other paper drawer is automatically selected so printing can continue. If the optional large capacity cabinet is installed, a maximum of 3,250 copies (with A4 C paper) can be made continuously.

This feature is convenient when making a large number of copies continuously.

Operating conditions

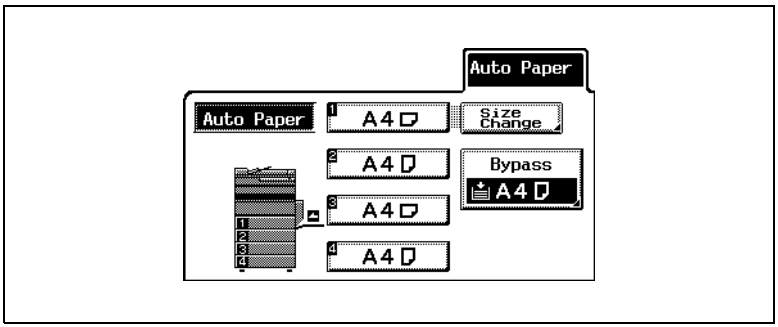
- The paper is the same size.
- The paper is the same type.
- The paper faces the same direction.

When making a large number of copies continuously, load all paper drawers with paper meeting the conditions listed above.

When a different paper drawer is automatically selected, the next paper drawer in the following list is chosen.

- First priority: 2nd drawer
- Second priority: 3rd drawer
- Third priority: 4th drawer
- Fourth priority: 1st drawer

To select the Paper setting



1 Touch [Paper]. A screen appears, showing the available Paper settings.

2 Select the desired Paper setting.

Small-Sized Documents

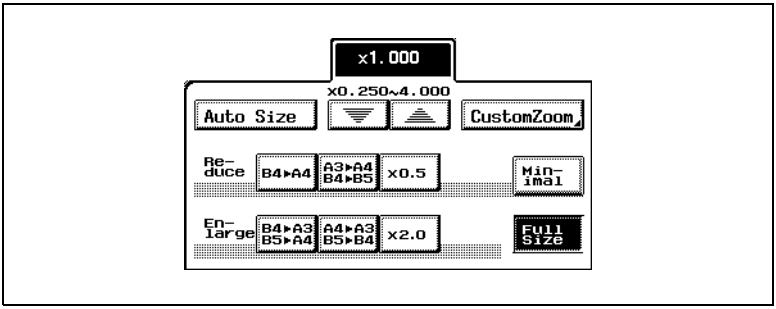
If a document that ist too small to be automatically detected is loaded with the Paper setting “Auto Paper” selected, copies cannot be made. However, changing the setting of the “Auto-select Paper for Small Original” function on the User’s Choice: 2 screen allows copying to begin even if the paper size cannot automatically be detected. For more details, refer to “To set the “Auto-select Paper for Small Original” function” on page 8-34.

Centering

If the document is smaller than the size of the selected paper, the image is printed in the center of the paper. Whether or not the image is centered in the paper can be specified using the “Centering” function on the User’s Choice: 2 screen. For more details, refer to “To set the “Centering” function” on page 8-37.

6.4 Specifying a Zoom Setting

Copies of documents can be enlarged or reduced.



There are eight ways to change the zoom ratio.

- Automatic scaling (“Auto Size” setting)
- Full size (“×1.000” setting)
- Enlarging (“Enlarge” settings)
- Reducing (“Reduce” settings)
- Minimizing (“Minimal” setting)
- Zooming
- Custom sizing (“CustomZoom” setting)
- Vertical and horizontal scaling (“X/Y Zoom” setting)

Automatic Scaling (“Auto Size” Setting)

The most appropriate zoom ratio based on the size of the document loaded and the specified paper size is automatically selected.

Specifying Full Size (“× 1.000” Setting)

A copy size that is the same as the document (×1.000) is selected.

Enlarging (“Enlarge” Settings)

Various zoom settings for making enlarged copies from common standard document sizes to standard paper sizes are available.
For example:

- An A4-size document can be copied onto the larger A3-size paper.
- An A4-size document can be copied onto the larger B4-size paper.

Reducing ("Reduce" Settings)

Various zoom settings for making reduced copies from common standard document sizes to standard paper sizes are available.
For example:

- An A3-size document can be copied onto the smaller A4-size paper.
- A B4-size document can be copied onto the smaller A4-size paper.

Minimizing ("Minimal" Setting)

The copy is slightly reduced (×0.930).

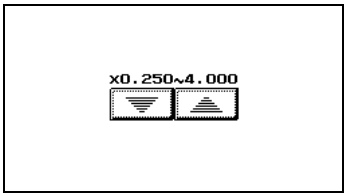
- Selecting the "Minimal" setting ensures that any part of the original positioned at the edge of the page will not be cut off in the copy.
- The zoom ratio of the "Minimal" setting can be changed to any ratio between ×0.900 and ×0.999.

❍ For details on changing the zoom ratio, refer to "Specifying a Custom Zoom Ratio ("CustomZoom" Setting)".

Zooming

Any zoom ratio (between ×0.250 and ×4.000) can be specified.

- Touch [▼] and [▲] to specify the desired zoom ratio. Each time [▼] or [▲] is touched, the zoom ratio is increased or decreased by an increment of ×0.001.



Custom Sizing ("CustomZoom" Setting)

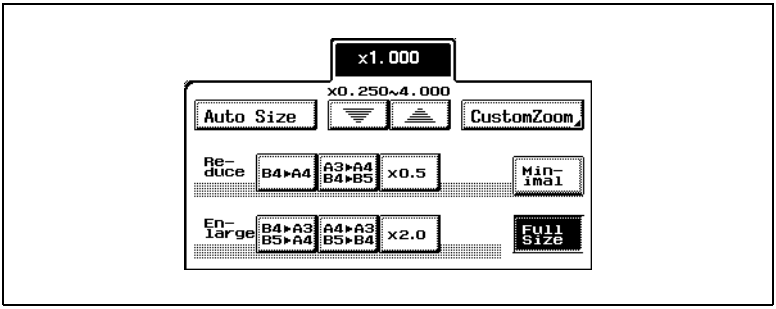
Any zoom ratio (between ×0.250 and ×4.000) can be specified.

- Use the keypad to enter the desired zoom ratio.
- Up to two zoom ratios entered using the keypad can be stored.

Vertical and Horizontal Scaling ("X/Y Zoom" Setting)

The copy size can be changed by specifying different scaling proportions (between ×0.250 and ×4.000) for the vertical and the horizontal dimension.

To specify a Zoom setting

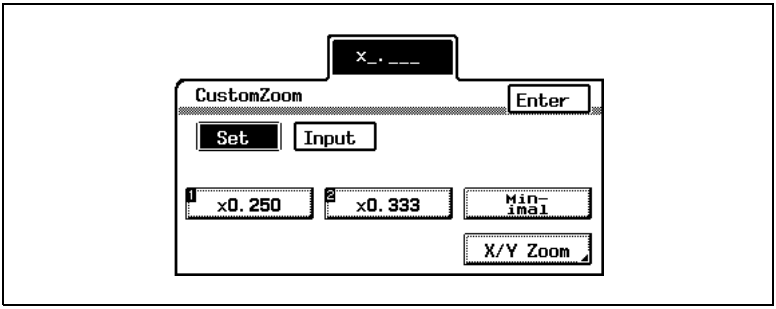


1 Touch [Zoom].

A screen appears, showing the available Zoom settings.

2 Select the desired Zoom setting.

Specifying a Custom Zoom Ratio ("CustomZoom" Setting)



To enter a custom zoom ratio

1 Touch [Zoom].

A screen appears, showing the available Zoom settings.

2 Touch [CustomZoom].

3 Using the keypad, type in the desired zoom ratio (between ×0.250 and ×4.000).

4 The entered zoom ratio is displayed and is specified as the custom zoom setting.

To store “CustomZoom” and “Minimal” zoom ratios

1 Touch [Zoom].

A screen appears, showing the available Zoom settings.

2 Touch [CustomZoom].

3 Touch [Input].

4 Using the keypad, type in the desired zoom ratio (between ×0.250 and ×4.000).

5 To store a “Minimal” zoom ratio, type in a zoom ratio between ×0.900 and ×0.999. The entered zoom ratio is displayed.

6 Touch [1], [2] or [Minimal].

7 Touch [Enter]. The entered zoom ratio is stored.

To recall a stored custom zoom ratio

1 Touch [Zoom].

A screen appears, showing the available Zoom settings.

2 Touch [CustomZoom].

3 Touch [Set].

4 Touch [1], [2] or [Minimal].

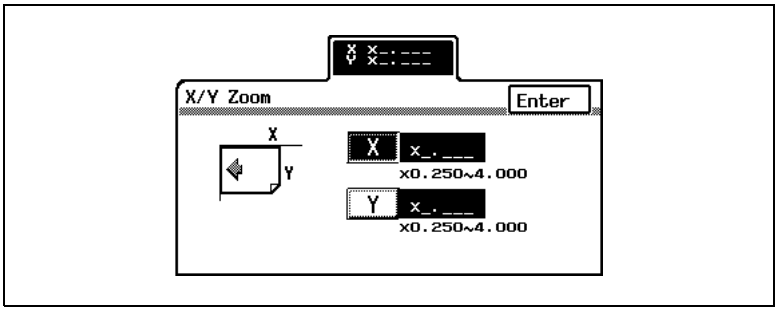
5 Touch [Enter]. The entered zoom ratio is recalled.

To specify different vertical and horizontal scaling proportions ("X/Y Zoom" setting)

1 Touch [Zoom]. A screen appears, showing the available Zoom settings.

2 Touch [CustomZoom].

3 Touch [X/Y Zoom]. The X/Y Zoom screen appears.



4 Make sure that [X] is selected.

5 Usin× the keypad, type in the desired length of side X (between ×0.250 and ×4.000). The entered zoom ratio is displayed.

6 Touch [Y].

7 Using the keypad, type in the desired length of side Y (between ×0.250 and ×4.000).

The entered zoom ratio is displayed.

8 Touch [Enter].

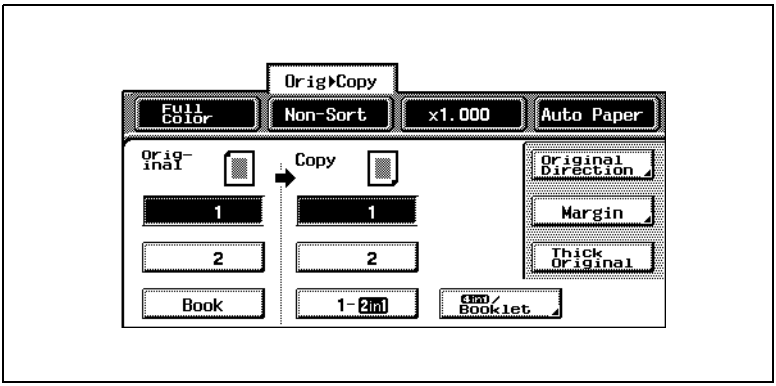
The entered zoom ratio is displayed.

6.5 Selecting the Orig > Copy Settings (Original Settings)

The type of original and the desired type of copy can be specified.

In addition, the document orientation and the position of the binding margin can also be specified.

The Original settings are described below. For details about the Copy settings and the document orientation and binding margin position, refer to “Selecting the Orig > Copy Settings (Copy Settings)” on page 7-1 and “Selecting the Orig > Copy Settings (Original Direction and Margin Position Settings)” on page 7-8.



The following six Original settings are available.

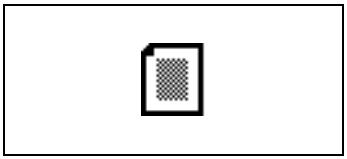
- Single-sided (“1” setting)
- Double-sided (“2” setting)
- Books (“Book” parameter)
- Book separation (“Separation” setting of the “Book” parameter)
- Book spread (“Spread” setting of the “Book” parameter)
- Book-margin-erasing (“Book Erase” function of the “Book” parameter)

Original Settings

There are six original settings. Select the one that fits your need.

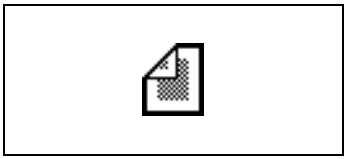
- Single-sided original (“1” setting)

  Select this setting when only single-sided sheet documents are being copied.



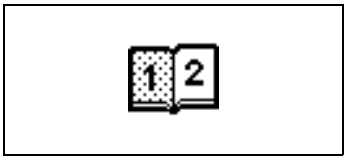
- Double-sided original (“2” setting)

  Select this setting when double-sided sheet documents are being copied.



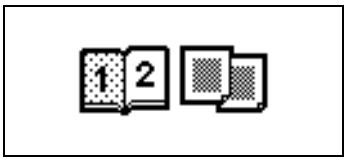
- Books (“Book” parameter)

  Select this setting when bound documents, like books, are being copied.



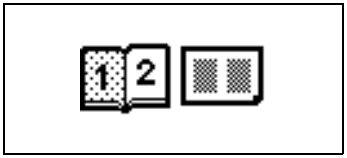
- Book separation (“Separation” setting of the “Book” parameter)

  Select these settings to make a single-sided copy of each of the two pages of an open book.



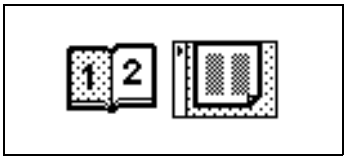
- Book spread (“Book Spread” setting of the “Book” parameter)

  Select these settings to make a single-sided copy containing two pages side-by-side from the two pages of an open book.



- Book-margin-erasing (“Book Erase” function of the “Book” parameter)

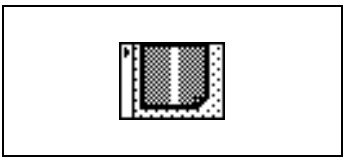
  Select these settings to erase the area along the binding and around the text from a copy made using the “Separation” setting of the “Book” parameter.



There are three book-margin-erasing settings. Select the one that fits your need.

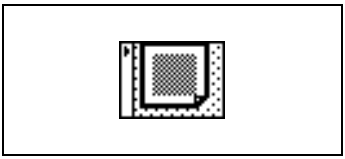
- Center-erasing

  Select this setting to erase the shadow of the binding of the book from the copy.



- Frame-erasing

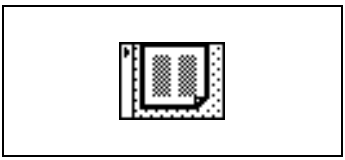
  Select this setting to erase the shadow of the edges of the book from the copy. The width of the area to be erased can be set between 1 and 30 mm.



- Center- & frame-erasing

  Select this setting to erase the shadow of the binding and the shadow of the edges of the book from the copy.

  The width of the area to be erased can be set between 1 and 30 mm.



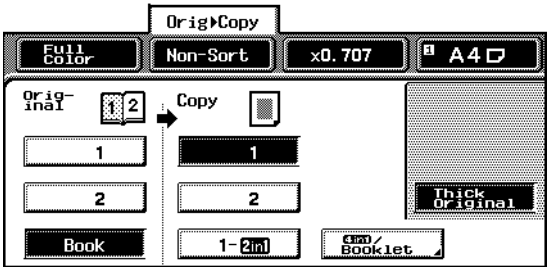
...

Using the "Book Erase" settings

When a "Book Erase" setting is selected, be sure to touch [Original Size] on the Book Erase screen and specify the size of the original. If the document size is incorrect, the correct area of the copy will not be erased.

Select a size that corresponds to the size of the book spread.

To specify an Original setting

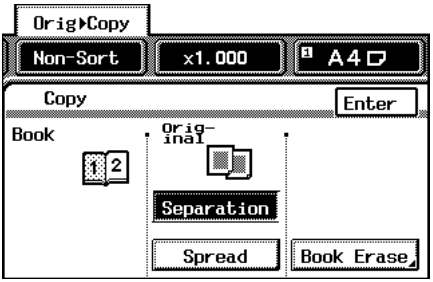


1 Touch [Orig ▶Copy].

The Original ▶Copy screen appears.

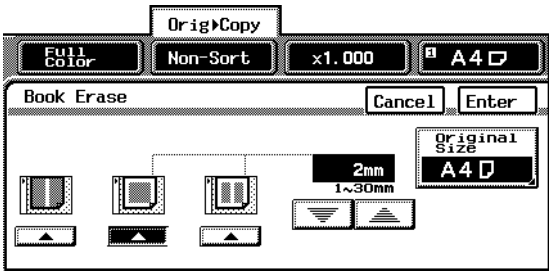
2 Select the setting for the type of document to be copied.

3 If “Book” is selected, a screen showing the available Book settings appears.



4 Select the desired Book setting, and then touch [Enter].

5 If “Book Erase” is selected, a screen showing the available Book Erase settings appears.



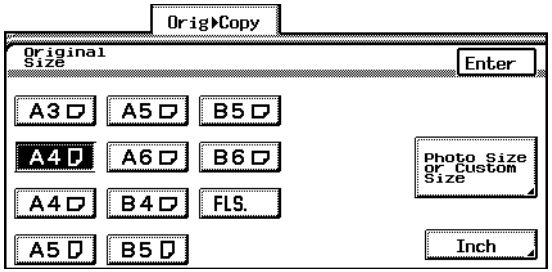
6 Select the desired Book Erase setting.

7 If the settings for frame-erasing or center- & frame-erasing are selected, touch [▼] and [▲] to specify the width of the area to be erased. The width of the area erased with the center-erasing setting is not changed by touching [▼] and [▲].

? *Were the areas of the book not erased correctly?*

➜ When a “Book Erase” setting is selected, be sure to touch [Original Size] on the Book Erase screen and specify the size of the original. If the document size is incorrect, the correct area of the copy will not be erased.

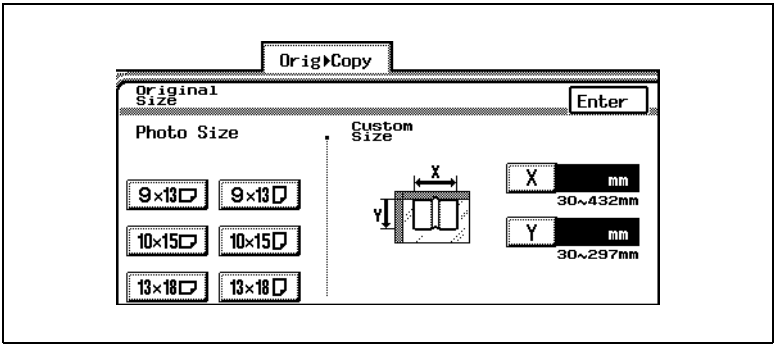
8 If “Original Size” is selected, a screen showing the available document settings appears.



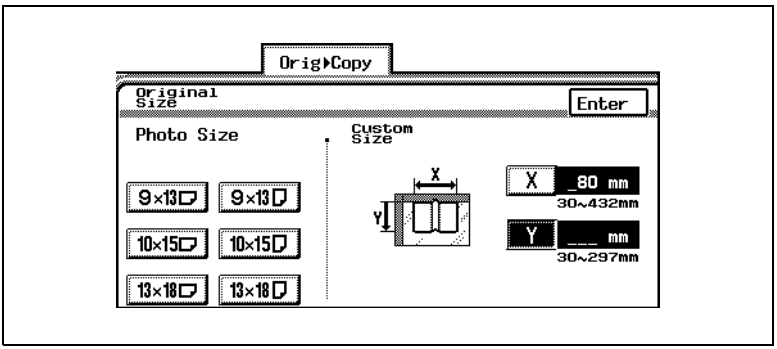
9 Select the size of the document to be copied, and then touch [Enter]. The Original Size setting should be the size of the book spread.

10 To specify a document size in inch measurements, touch [Inch], select the appropriate document size, and then touch [Enter].

11 To specify a photo size for the document, touch [Photo Size or Custom Size], select the appropriate document size, and then touch [Enter].



12 To specify a non-standard size, touch [Photo Size or Custom Size], and then specify the size of the document.



13 Touch [X].

14 Using the keypad, type in the length of side X for the document that is being copied (between 30 mm and 432 mm). For the length of side X for the document, enter the size of the book spread.

15 Touch [Y].

16 Using the keypad, type in the length of side Y for the document that is being copied (between 30 mm and 297 mm).

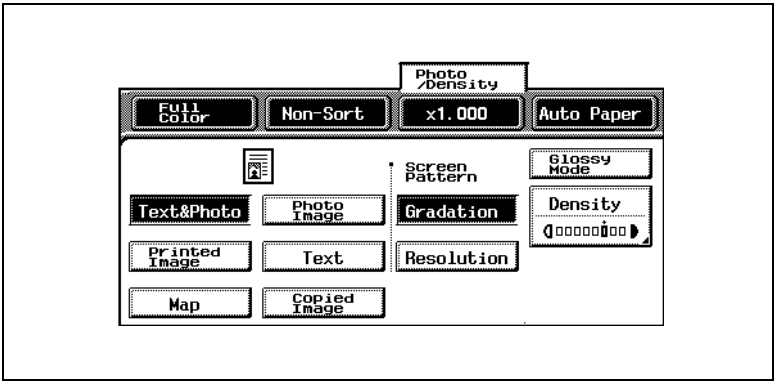
17 Touch [Enter]. The Book Erase screen appears again.

18 Touch [Enter]. The screen showing the available Book settings appears again.

19 Touch [Enter]. The Original▶Copy screen appears again.

6.6 Selecting a Photo/Density Setting

The type of original can be specified.



There are ten document types.

- Text combined with images (“Text&Photo” setting)
- Photographs (“Photo Image” setting)
- Printed photos (“Printed Image” setting)
- Text only (“Text” setting)
- Maps (“Map” setting)
- Copies (“Copied Image” setting)
- Copies with a specific background density (“Background” parameter of the “Density” function)
- Copies with a specific density (“Density” parameter of the “Density” function)
- Copies with a glossy finish (“Glossy Mode” setting)
- Originals that cause moire patterns (“Screen Pattern” settings)

Specifying the Image Type ("Photo/Density" Settings)

There are six settings. Select the one that fits your need.

- "Text & Photo" setting

  Select this setting when copying documents containing both text and images.

- "Photo Image" setting

  Select this setting when copying documents (photographs) printed on photographic paper.

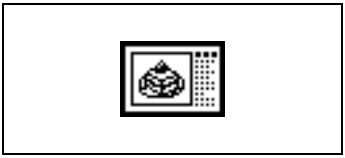
  A smooth copy is produced.

  The "Auto" setting for the background density setting is canceled. To specify a background density setting, select it manually.

- "Printed Image" setting

  Select this setting when copying printed documents, such as pamphlets or catalogs.

  The "Auto" setting for the background density setting is canceled. To specify a background density setting, select it manually.



- "Text" setting

  Select this setting when copying documents containing only text.

  The edges of copied text are reproduced with sharpness, providing an image that is easy to read.

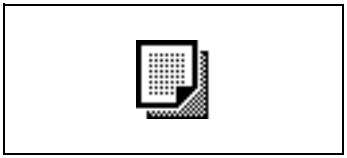
- “Map” setting

  Select this setting when copying documents with a background color or documents containing pencil markings or fine colored lines.

  A sharp copy image is produced.

- “Copied Image” setting

  Select this setting when copying images (documents) printed with this copier.



Specifying the Density Parameters

Manual background density

- One of eight density settings can be selected for the density of the background color of documents.
- Each time [Lighter] or [Darker] is touched, the background density is lightened or darkened by one level.

“Auto” background density

- Select this setting to automatically adjust the density level according to the document being copied.

Density

- This parameter can be used to select one of seven density settings for the density of the copy.
- Each time [Lighter] or [Darker] is touched, the density is lightened or darkened by one level.

Specifying a Glossy Finish (“Glossy Mode” Setting)

Select this setting for copies with a glossy finish.

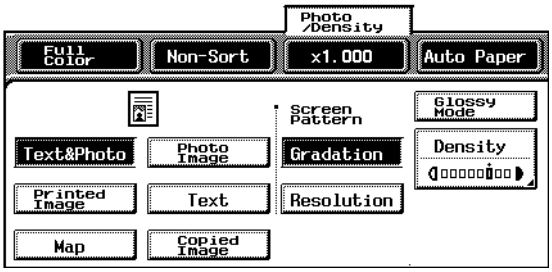
Reducing Moire Effects (“Screen Pattern” Settings)

Select the appropriate setting for reducing moire patterns that occur when copying printed photographs (which contain shading) or documents containing lines.

The “Screen Pattern” settings are available if the “Text”, “Photo Image”, “Printed Image” or “Copied Image” setting is selected.

- Gradation: Select this setting to give the gradation priority.
- Resolution: Select this setting to give the resolution priority.

To select a Photo/Density setting

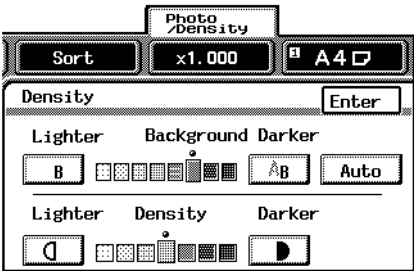


1 Touch [Photo/Density].

The Photo/Density screen appears.

2 Select the setting for the type of document to be copied.

3 Touch [Density].



The Density screen appears.

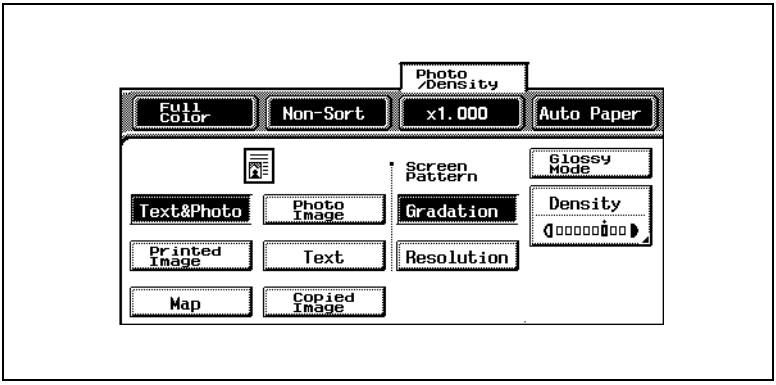
4 Touch [Lighter] or [Darker] to select the desired background density level.

5 Touch [Auto].

The automatic background density setting is selected.

6 Touch [Enter].

To select a glossy finish (“Glossy Mode” setting)



1 Touch [Photo/Density]. The Photo/Density screen appears.

2 Touch [Glossy Mode].

To select a Screen Pattern setting

If moire patterns appears in the copied image, change the Screen Pattern setting, and then make another copy to compare the effects. Make the copies using the Screen Pattern setting with the least moire patterns.

1 Touch [Photo/Density].

2 Select the desired Screen Pattern setting.

...

Note

Regardless of which Screen Pattern setting is selected, the moire patterns in copied images cannot be completely removed.

...

Tip

Moire patterns are the repeating patterns that occasionally appear when images containing a repeating pattern or lines are copied.

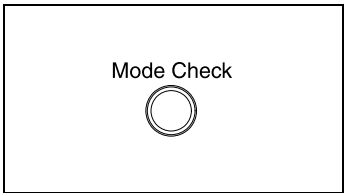
6.7 Checking the Settings

The Copy mode settings can be checked or changed.

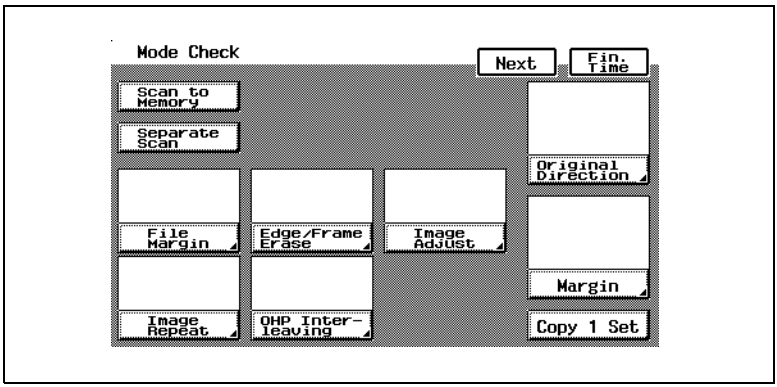
There are three screens that allow you to check the settings.

To check the settings

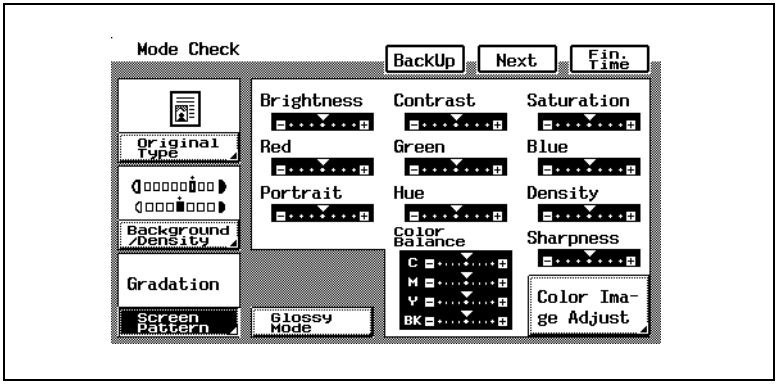
1 Press the [Mode Check] key on the operation panel.



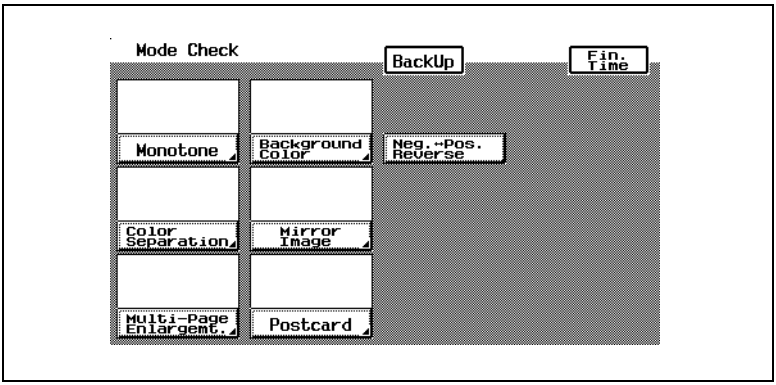
2 The first screen showing the current settings appears.



3 Touch [Next] to display the second screen of settings.



4 Touch [Next] to display the third screen of settings.



5 To change a setting:

- Touch the setting that you wish to change. The corresponding screen appears.
- Change the setting as desired.

...

Tip

The corresponding screens for the "Scan to Memory", "Separate Scan", "Copy 1 Set" and "Neg. Pos. Reverse" functions and the "Glossy Mode" setting are not displayed. Perform the usual procedure to display the corresponding screens when changing these settings.

To change the settings

1 Press the [Mode Check] key.

2 Touch [Next] or [BackUp] until the screen containing the setting that you wish to change appears.

3 Touch the setting that you wish to change. The corresponding screen appears.

4 Change the setting in the same way that it would normally be set.

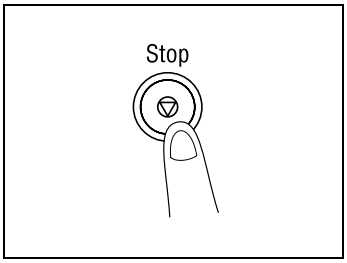
6.8 Stopping Printing

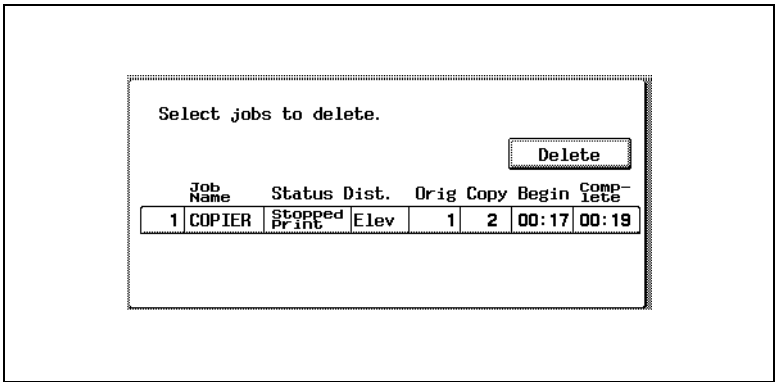
A job can be canceled while it is being printed.

To stop/restart/delete a print job

1 Press the [Stop] key while the job is being printed. The printing stops.

The message “Job has been stopped.” appears.





2 To continue printing the job, press the [Start] key.

Printing continues.

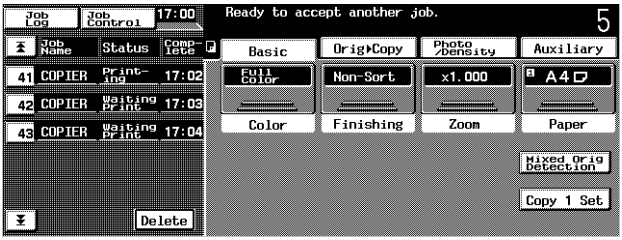
3 To delete a stopped print job, select the job that you wish to cancel, and then touch [Delete].

4 After touching [Delete], the message “Job has been done improperly. Check the record.” appears. The job being printed is deleted.

5 Touch [Enter].

6.9 Controlling Jobs

Description of Jobs



Job

Any set of consecutive operations, such as those for making copies, scans or computer printouts

Multi-job feature

- While one job is being printed, another job can be queued. As many as 49 jobs can be queued.
- When one job is finished being printed, the next queued job automatically begins. However, touching [Increase Priority] moves the specified job to the front of the queue so that it is printed next.

Queuing jobs

- Specifying the desired copy settings, then pressing the [Start] key queues the copy operation as a job.

❍ The queued jobs are listed in the job display.
The jobs are printed starting with the one at the top of the list.
Jobs are listed with those having a higher priority for printing at the top.
Scan and computer print operations are also listed as jobs.

❍ Jobs are numbered in the order that they are programmed and queued for printing.
The job number identifies the job; it does not indicate the printing order.
In addition, the job number does not change until the job is deleted.

To change the status of a queued job

The status of jobs marked as “Waiting Print” can be changed.

Change the status according to the procedure described below.

1 Touch either [Job Log] or [Job Control] to display the queued jobs.

2 Select the job whose status you wish to change, and then touch [Change Mode].

The Job Mode Change screen appears.

3 The current status is displayed. Select the status that you wish to change.

4 The Job Mode Change screen for the status appears. Select the new status, and then touch [Enter].

5 Check that the status of the job has been changed, and then touch [Enter].

To delete a queued job

Jobs marked as “Waiting Print” can be deleted.

1 Touch either [Job Log] or [Job Control] to display the queued jobs.

2 Select the job that you wish to delete, and then touch [Delete].

The selected job is deleted.

To cancel a job that is being printed

While a job is being printed, that job cannot be deleted from the Job Log or Job Control screens. Cancel a job that is being printed according to the procedure described below.

1 While a job is being printed, press the [Stop] key on the operation panel.

Printing stops and the screen that allows you to select which job to cancel appears.

2 Check the details for the jobs that appear, and then, from the jobs that are being printed or scanned, select the job that you wish to cancel. Then, touch [Delete].

To quit canceling the job being printed, press the [Start] key. Printing continues.

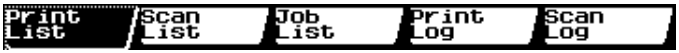
3 After touching [Delete], the message “Job has been done improperly. Check the record.” appears. The job being printed is canceled.

4 Touch [Enter].

6.10 Job Log Screens

The list and details of queued jobs can be viewed.

The following five Job Log screens provide a variety of functions.



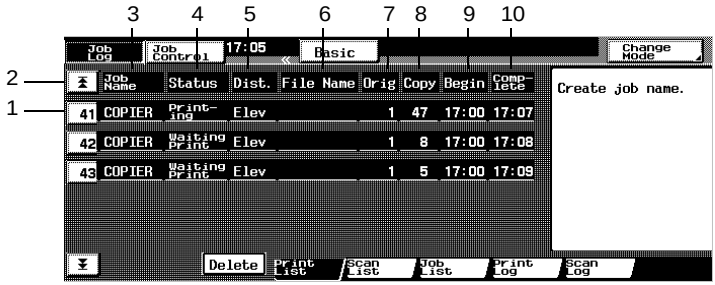
Print List Screen

The programmed details of a print job can be viewed.

Touch [Job Log]. The Print List screen appears.

Jobs queued to be printed appear in order from the top of the list.

Touch [Basic] to display the Basic screen again.



The following details of the jobs are displayed.

No.	Item Name	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Job name	Displays the type (source) of the job “COPIER” is displayed for copy jobs.
4	Status	Displays the status of the job
5	Output location	Indicates the tray where the printed page will be fed out

No.	Item Name	Description
6	File name	Displays the name of the file for print jobs sent from the computer
7	Original	Displays the number of pages in the original document
8	Copy	Displays the specified number of pages to be printed While the job is being printed, the number of pages remaining to be printed is counted down.
9	Beginning time	Displays the time that the job was programmed
10	Completion time	Displays the time when printing of the job is expected to be finished

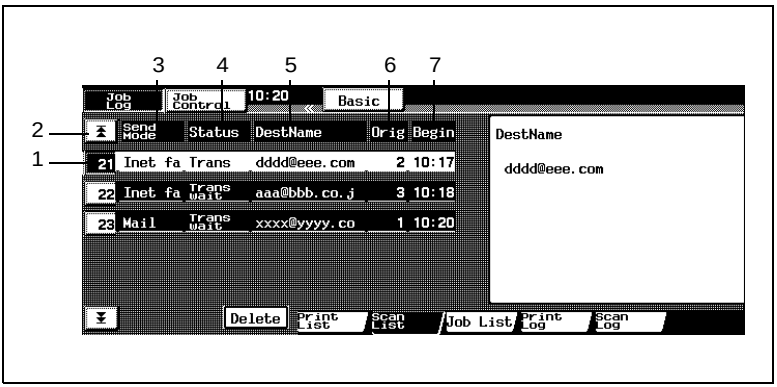
Scan List Screen

The programmed details of scan jobs can be viewed.

Touch [Scan List]. The Scan List screen appears.

Jobs queued to be printed appear in order from the top of the list.

Touch [Basic] to display the Basic screen again.



The following details of the jobs are displayed.

No.	Item Name	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Transmission method	Displays the transmission method
4	Status	Displays the status of the job
5	Recipient	Displays the name of the recipient
6	Original	Displays the number of pages in the original document
7	Beginning time	Displays the time that the job was programmed

Job List Screen

The settings of programmed jobs can be viewed.

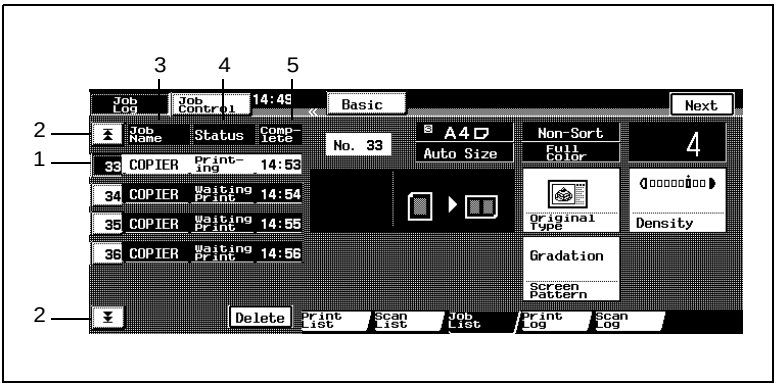
Touch [Job List]. The Job List screen appears.

Jobs that have been programmed appear in order from the top of the list.

However, jobs programmed in user boxes are not displayed.

Touch [Basic] to display the Basic screen again.

Select the job whose setting details you wish to view. The details of the programmed job are displayed. Touch [Next] to view the next screen showing details of the job.



The following details of the jobs are displayed.

No.	Item Name	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Job name	Displays the type (source) of the job “COPIER” is displayed for copy jobs.
4	Status	Displays the status of the job
5	Completion time	Displays the time when printing of the job is expected to be finished

Print Log Screen

A log of all jobs that have been printed can be viewed.

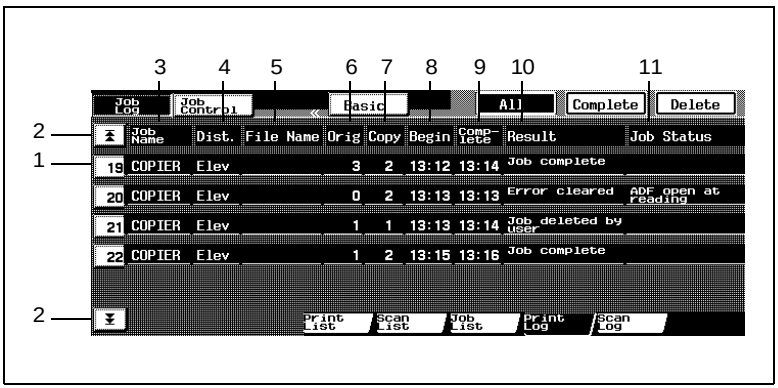
Touch [Print Log]. The Print Log screen appears.

All jobs that have been printed are displayed. In addition, the jobs can be divided into separate lists of those that have finished being printed and those that have been deleted.

Touch [Basic] to display the Basic screen again.

To view a list of completed print jobs, touch [Complete].

To view a list of print jobs that have been deleted, touch [Delete]. Touch [All] to return to the list of all print jobs.



The following details of the jobs are displayed.

No.	Item Name	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Job name	Displays the type (source) of the job “COPIER” is displayed for copy jobs.
4	Output location	Indicates the tray where the printed page will be fed out
5	File name	Displays the name of the file for print jobs sent from the computer
6	Original	Displays the number of pages in the original document
7	Copy	Displays the specified number of pages to be printed While the job is being printed, the number of pages remaining to be printed is counted down.

No.	Item Name	Description
8	Beginning time	Displays the time that the job was programmed
9	Completion time	Displays the time when printing of the job is expected to be finished
10	Result	Displays the job process details
11	Job status	Displays details of any errors that may have occurred while the job was being performed

Scan Log Screen

A log of all jobs that have been scanned can be viewed.

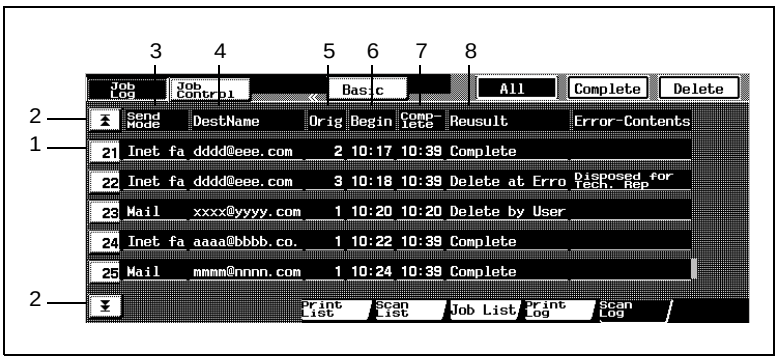
Touch [Scan Log]. The Scan Log screen appears.

All jobs that have been scanned are displayed. In addition, the jobs can be divided into separate lists for those that have finished being scanned and those that have been deleted.

Touch [Basic] to display the Basic screen again.

To view a list of completed scan jobs, touch [Complete].

To view a list of scan jobs that have been deleted, touch [Delete]. Touch [All] to return to the list of all scan jobs.



The following details of the jobs are displayed.

No.	Item Name	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Transmission method	Displays the transmission method
4	Recipient	Displays the name of the recipient
5	Original	Displays the number of pages in the original document
6	Beginning time	Displays the time that the job was programmed
7	Completion time	Displays the time when printing of the job is expected to be finished
8	Result	Displays the job process details
9	Job status	Displays details of any errors that may have occurred while the job was being performed

6.11 Job Control Screens

The status of a programmed job can be changed and the job can be prioritized for output.

The following six Job Control screens provide a variety of functions.

Scanned Job Screen

Scanned jobs stored in the memory can be printed.

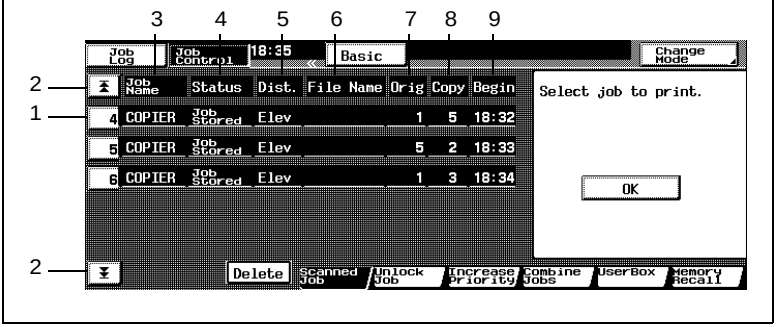
Touch [Job Control]. The Scanned Job screen appears.

Images stored in the memory, using the “Scan to Memory” function from the Auxiliary screen, appear as jobs.

The programmed details of a stored scan image can be viewed.

Stored scan jobs appear in order from the top of the list.

Touch [Basic] to display the Basic screen again.



The following details of the jobs are displayed.

No.	Item Name	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).

No.	Item Name	Description
3	Job name	Displays the type (source) of the job “COPIER” is displayed for copy jobs.
4	Status	Displays the status of the job
5	Output location	Indicates the tray where the printed page will be fed out.
6	File name	Displays the name of the file for print jobs sent from the computer
7	Original	Displays the number of pages in the original document
8	Copy	Displays the number of pages in the copy While the job is being printed, the number of pages remaining to be printed is counted down.
9	Beginning time	Displays the time that the job was programmed

To print scanned data

1 Select the job that you wish to print from the Scanned Job screen. To print multiple jobs, continue selecting all jobs that you wish to print.

2 Touch [OK].

The job is deleted from the list on the Scanned Job screen and added to the Print List screen. The status of the job changes from “Job Stored” to “Waiting Print”, and the job is queued for printing.

3 Touch [Job Log], and check the status of the job.
For details on setting the “Scan to Memory” function, refer to “Storing the Scanned Image in the Memory (“Scan to Memory” Function)” on page 7-70.

Unlock Job Screen

Jobs locked with the “Locked Job” function can be printed.

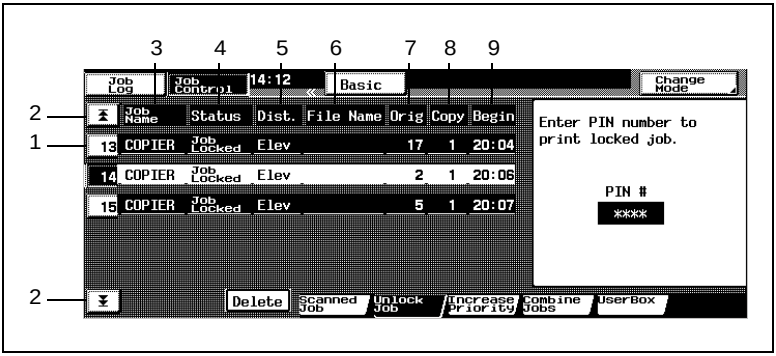
Touch [Unlock Job]. The Unlock Job screen appears.

Stored jobs locked with “Locked Job” function are listed.

Locked jobs appear in order from the top of the list.

The programmed details of a locked job can be viewed.

Touch [Basic] to display the Basic screen again.



The following details of the jobs are displayed.

No.	Item Name	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Job name	Displays the type (source) of the job “COPIER” is displayed for copy jobs.
4	Status	Displays the status of the job
5	Output location	Indicates the tray where the printed page will be fed out
6	File name	Displays the name of the file for print jobs sent from the computer
7	Original	Displays the number of pages in the original document
8	Copy	Displays the number of pages in the copy While the job is being printed, the number of pages remaining to be printed is counted down.
9	Beginning time	Displays the time that the job was programmed

To unlock a job (to print a locked document)

1 Select the job that you wish to unlock. To unlock multiple jobs, continue selecting all jobs that you wish to unlock.

2 Using the keypad, enter the four-digit unlocking code.

- For the unlocking code, consult the person who programmed the job using the “Locked Job” function.

3 The job is deleted from the list on the Unlock Job screen.

- The status of the job changes from “Print Locked” to “Waiting Print”.
- If the job currently being printed can be interrupted, printing is interrupted and printing of the unlocked job begins. Printing of the interrupted job is automatically restarted once printing for the job that printing was interrupted for is finished.
- If the job currently being printed cannot be interrupted, printing is interrupted after printing for the current job is finished.

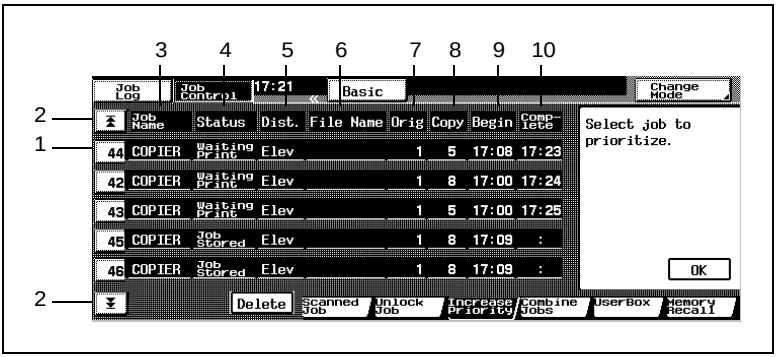
4 Touch [Job Log], and check the status of the job.
For details on setting the “Locked Job” function, refer to the manual of the printer controller.

Increase Priority Screen

Queued jobs can be prioritized so that they will be printed before other jobs.

If the job currently being printed can be interrupted, printing is interrupted and printing of the prioritized job begins. Printing of the interrupted job is automatically restarted once printing for the job that printing was interrupted for is finished. If the job currently being printed cannot be interrupted, printing is interrupted after printing for the current job is finished.

- Touch [Increase Priority]. The Increase Priority screen appears.
- ❍ Jobs queued to be printed appear in order from the top of the list.
- Touch [Basic] to display the Basic screen again.



The following details of the jobs are displayed.

No.	Item Name	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Job name	Displays the type (source) of the job “COPIER” is displayed for copy jobs.
4	Status	Displays the status of the job
5	Output location	Indicates the tray where the printed page will be fed out
6	File name	Displays the name of the file for print jobs sent from the computer
7	Original	Displays the number of pages in the original document
8	Copy	Displays the number of pages in the copy While the job is being printed, the number of pages remaining to be printed is counted down.

No.	Item Name	Description
9	Beginning time	Displays the time that the job was programmed
10	Completion time	Displays the time when printing of the job is expected to be finished

To increase the priority of (print) a job

1 Select the job that you wish to prioritize.

2 Touch [OK].

The job is move from the Increase Priority list to the list of jobs to be printed, and the job is queued for printing.

3 Touch [Job Log], and check the status of the job.

Combine Jobs Screen

A stored job can be combined with another job, and the two jobs can be printed as one.

Up to five jobs can be combined.

If any of the following settings are specified for the jobs that are to be combined, the settings for all jobs change to the settings for the first job that was selected.

- Finishing settings
- Number of copies
- “Distribution function”

Note

If jobs are combined while any of the following settings are selected, the setting changes to the default:
Hole-punching turned off. Stapling turned off. “Distribution” function turned off.

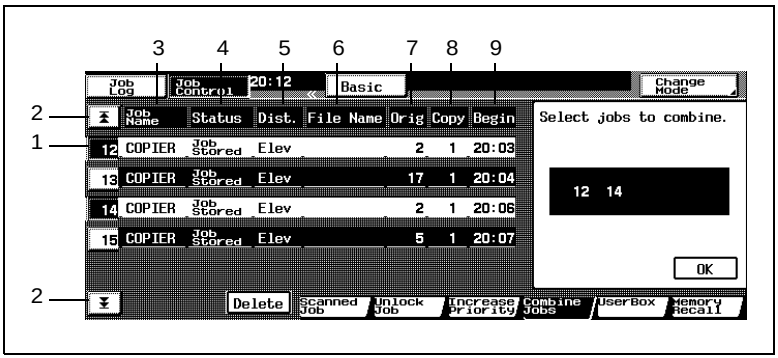
Note

The following functions cannot be used together with the “Combine Jobs” function:
“Multi-Page Enlargement” function, “Postcard” function, “Image Repeat” function, “Color Separation” function, “OHP Interleaving” function.

Touch [Combine Jobs]. The Combine Jobs screen appears.

Jobs stored in the memory appear in order from the top of the list.

Touch [Basic] to display the Basic screen again.



The following details of the jobs are displayed.

No.	Item Name	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Job name	Displays the type (source) of the job “COPIER” is displayed for copy jobs.
4	Status	Displays the status of the job
5	Output location	Indicates the tray where the printed page will be fed out
6	File name	Displays the name of the file for print jobs sent from the computer
7	Original	Displays the number of pages in the original document
8	Copy	Displays the number of pages in the copy While the job is being printed, the number of pages remaining to be printed is counted down.
9	Beginning time	Displays the time that the job was programmed

To combine jobs

1 Select the job that you wish to combine other jobs with.

2 Select the jobs that you wish to combine with the first job selected.

- To combine more than two jobs, repeat the above step until all jobs that you wish to combine are selected.
- Up to five jobs can be selected.
- To change any of the copy settings, touch [Change Mode], and then change the settings.

3 Touch [OK]. The jobs are deleted from the list on the Combine Jobs screen.
The Print List screen of Job Log appears.

- The selected jobs are combined into one.

4 On the Print List screen, check the status of the jobs.

UserBox Screen

Jobs programmed in user boxes can be printed.

Note

The "User Box" function is only available if the hard disk is installed.

Touch [UserBox]. The UserBox screen appears.

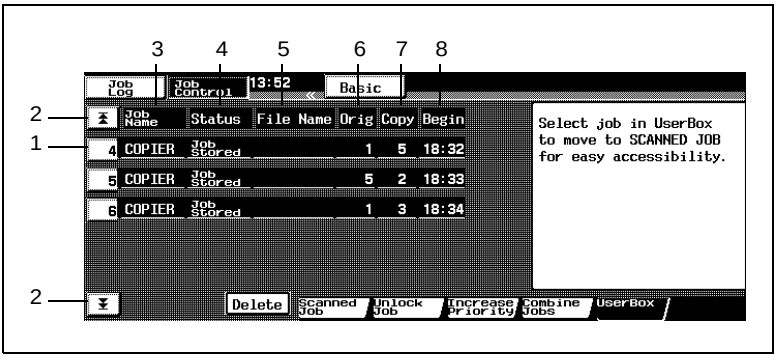
Jobs that have been programmed in user boxes appear in order from the top of the list.

If account access codes have been specified with the "Copy Track" function, a screen appears, allowing you to enter the account access code. Using the keypad, enter the access code.

For details on specifying account access codes, refer to "Supervising Copier Use (Copy Track Functions)" on page 9-8.

For details on setting the "User Box" function, refer to the manual of the printer controller.

Touch [Basic] to display the Basic screen again.



The following details of the jobs are displayed.

No.	Item Name	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Job name	Displays the type (source) of the job "COPIER" is displayed for copy jobs.

No.	Item Name	Description
4	Status	Displays the status of the job
5	File name	Displays the name of the file for print jobs sent from the computer
6	Original	Displays the number of pages in the original document
7	Copy	Displays the number of pages in the copy While the job is being printed, the number of pages remaining to be printed is counted down.
8	Beginning time	Displays the time that the job was programmed

To print a job from a user box

1 Select the job that you wish to print from those programmed in user boxes.

2 If the selected job is one stored in the memory, touch [Open Job].

3 If the selected job is one that has been locked, use the keypad to enter the four-digit account access code, and then touch [Open Job].

4 Touch [Scanned Job]. The selected job is retrieved as a stored job.

5 Select the job stored in the user box that you wish to print.

- To print multiple jobs, continue selecting all jobs that you wish to print.

6 Touch [OK].

The job is deleted from the list on the Scanned Job screen. The status of the job changes from “Job Stored” to “Waiting Print”, and the job is queued for printing.

7 Touch [Job Log], and check the status of the jobs.

Memory Recall Screen

Past copy jobs can be recalled and printed again.

Up to 49 past copy jobs are saved.

If the number of copy jobs exceeds 49 or the memory becomes full, jobs are deleted, starting from the oldest.

Deleted jobs cannot be recalled.

Touch [Memory Recall]. The Memory Recall screen appears.

Jobs that have already been printed appear in order from the top of the list.

If the “Memory Recall” function on the User’s Choice: 1 screen has been set to “Yes”, [Memory Recall] is available (jobs can be recalled from the memory).

However, if the “Memory Recall” function on the User’s Choice: 1 screen has been set to “No”, all jobs are erased after they are finished being printed. ([Memory Recall] is not available.)

Deleted jobs cannot be recalled.

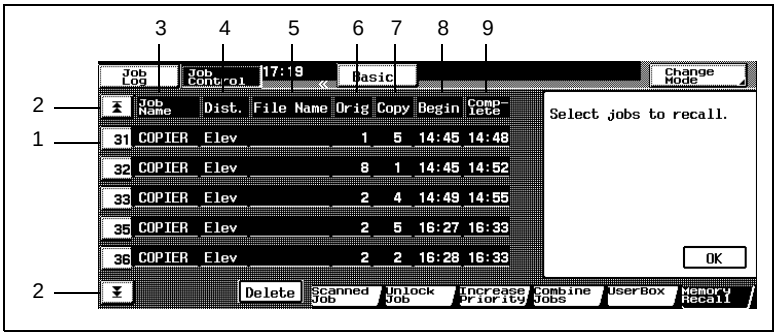
For details on setting the “Memory Recall” function on the User’s Choice:1 screen, refer to “To set the “Memory Recall” function” on page 8-16.

Note

If the copier is turned off, all saved obs are deleted and can no longer be recalled. If the copier enters Energy Saver mode and goes off, all jobs are also deleted.

The length of time until the copier enters Energy Saver mode can be specified using the “Energy Saver” function on the User´s Choice: 1 screen. For details, refer to “User’s Choice: 1 Screen” on page 8-11

Touch [Basic] to display the Basic screen again.



The following details of the jobs are displayed.

No.	Item Name	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Job name	Displays the type (source) of the job “COPIER” is displayed for copy jobs.
4	Output location	Indicates the tray where the printed page will be fed out
5	File name	Displays the name of the file for print jobs sent from the computer
6	Original	Displays the number of pages in the original document
7	Copy	Displays the number of pages in the copy While the job is being printed, the number of pages remaining to be printed is counted down.
8	Beginning time	Displays the time that the job was programmed
9	Completion time	Displays the time when printing of the job is expected to be finished

To recall a job from the memory

1 Select the job that you wish to print from the memory.

- ❍ To recall more than two jobs, repeat the above step until all jobs that you wish to recall are selected.

2 Touch [OK]. The jobs are deleted from the list on the Memory Recall screen.

- ❍ The job changes from one stored in the memory to one waiting to be printed.

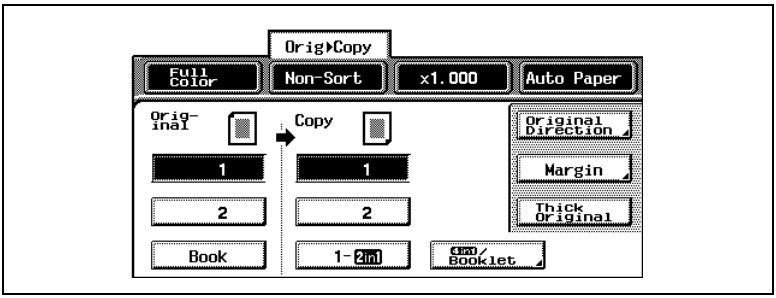
3 Touch [Job Log], and check the status of the jobs.

7 Advanced Operations

7.1 Selecting the Orig > Copy Settings (Copy Settings)

The type of original and the desired type of copy can be specified. In addition, the document orientation and the position of the binding margin can also be specified.

The Copy settings are described below. For details about the Original setting and the document orientation and binding margin position, refer to “Selecting the Orig > Copy Settings (Original Settings)” on page 6-25 and “Selecting the Orig > Copy Settings (Original Direction and Margin Position Settings)” on page 7-8.



The following nine Copy settings are available.

- Single-sided (“1” setting)
- Double-sided (“2” setting)
- Single-sided 2in1 (“1-2in1” setting)
- Double-sided 2in1 (“2-2in1” setting)
- Booklet (“4in1/Booklet” setting)
- Booklet-binding (“Booklet Creation” setting)
- Center-erasing (“Center Erase” setting)
- Single-sided 4in1 (“1-4in1” setting)
- Double-sided 4in1 (“2-4in1” setting)

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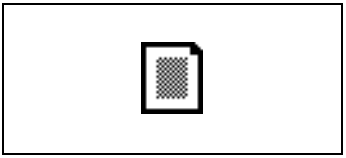
Note

Double-sided, double-sided 2in1 and double-sided 4in1 copying are only available if the optional duplex unit is installed.
Booklet-binding and center-erasing are only available if the optional finisher FN-8 is installed.

Copy Settings

Single-sided copy ("1" setting)

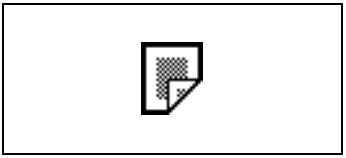
➜ Select this setting to make single-sided copies.



Double-sided copy ("2"setting)

➜ Select this setting to use the duplex unit to make double-sided copies.

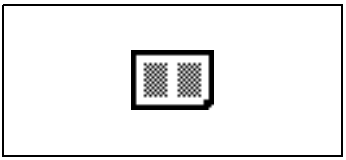
With this setting, the paper use can be reduced to about half.



Single-sided 2in1 copy ("1-2in1" setting)

➜ Select this setting to reduce two document pages to fit one single-sided copy page.

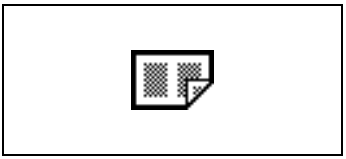
If the “1-2in1” setting is selected, the size of the original is automatically reduced.
With this setting, the paper use can be reduced to about half.



Double-sided 2in1 copy ("2-2in1" setting)

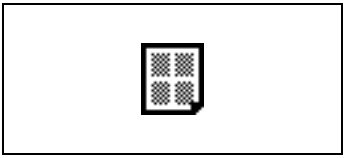
➜ Select this setting to reduce four document pages to fit one double-sided copy page.

If the “2-2in1” setting is selected, the size of the original is automatically reduced.
With this setting, the paper use can be reduced to about one quarter.

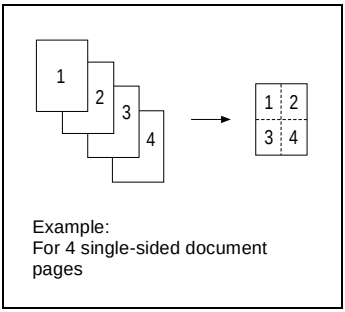


Single-sided 4in1 copy ("1-4in1" setting)

➜ Select this setting to reduce four document pages to fit one single-sided copy page.



If the "1-4in1" setting is selected, the size of the original is automatically reduced.
With this setting, the paper use can be reduced to about one quarter.

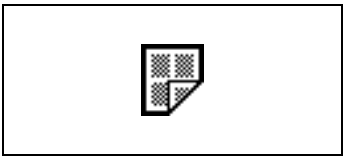


Example:
For 4 single-sided document pages

Double-sided 4in1 copy ("2-4in1" setting)

➜ Select this setting to reduce eight document pages to fit one double-sided copy page.

If the "2-4in1" setting is selected, the size of the original is automatically reduced.
With this setting, the paper use can be reduced to about one eighth.



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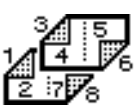
Tip

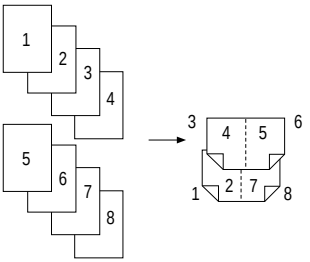
The copy order during 4in1 copying can be specified using the "4in1 Copy Order" function on the User's Choice: 2 screen. For more details, refer to "To set the "4in1 Copy Order" function" on page 8-36.

Booklet copy ("4in1/Booklet" setting)

➜ Select this setting to reduce the document for booklet-making and copying onto both sides of the paper.



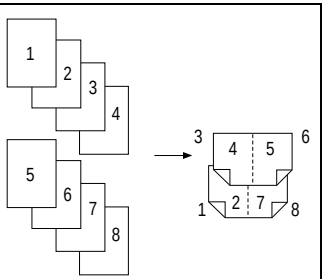
The page order differs than with the “2-2in1” setting.
The pages are laid out so that they can be read like a magazine.If the “4in1/Booklet” setting is selected, the size of the original is automatically reduced.



Example:
For 8 single-sided document pages

Booklet-binding ("Booklet Creation" setting)

➜ Select this setting to bind copies with staples and fold them along the center. (The copies will be made into a booklet.)



Example:
For 8 single-sided document pages

Note
If less than 5 document pages are loaded, they will be fed out without being bound, even if the “Bind” setting was selected.

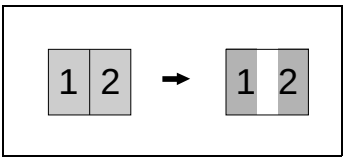
Tip
The copy zoom ratio during 2in1 copying, 4in1 copying and booklet binding can be specified using the “2in1, 4in1, Booklet Copy Zoom” function on the User’s Choice: 2 screen. For more details, refer to “To set the “2in1, 4in1, Booklet Copy Zoom” function” on page 8-33.

Conditions for making booklets

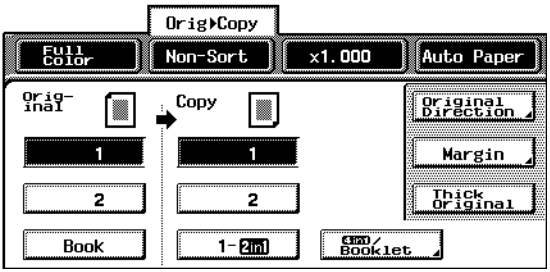
Number of copies:	10 (6 to 10 bound pages) 20 (2 to 5 bound pages)
Bound pages:	2 to 10 (Maximum 40 pages)
Paper sizes:	A4 L, A3 L Width: Maximum 297 mm, Minimum 210 mm Length: Maximum 432 mm, Minimum 279 mm

Center-erasing ("Center Erase" setting)

➜ When making copies using the “Booklet Creation” setting, this setting erases the area along the binding, at the center of the pages.



To specify a Copy setting



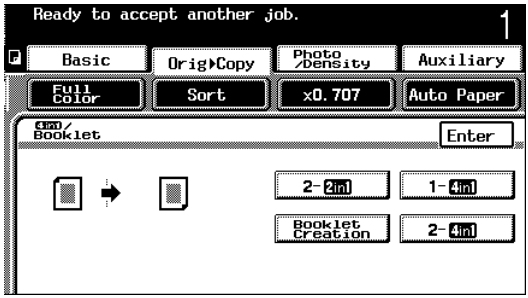
1 Touch [Orig▶Copy].

The Original▶Copy screen appears.

2 Select the desired Copy setting.

3 To select 4in1 copying or booklet copying, touch [4in1/Booklet].

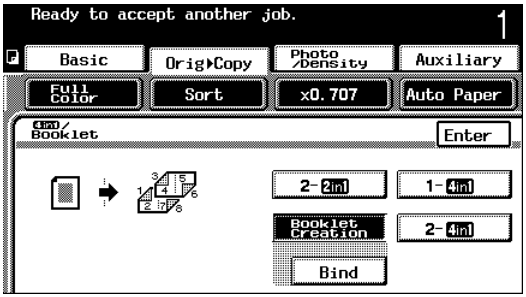
The 4in1/Booklet screen appears.



4 Select the desired 2in1 or 4in1 Copy setting.

5 If “Booklet Creation” is selected, [Bind] appears.

- [Bind] only appears if the optional finisher FN-8 is installed.

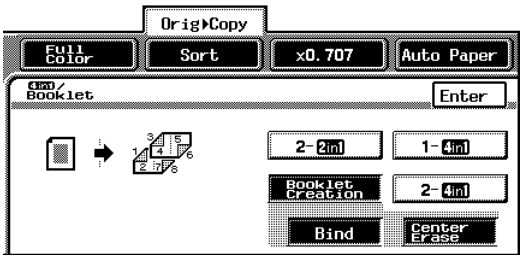


6 To create a booklet, touch [Bind].

- As a default, “Bind” is not selected.

7 If “Bind” is selected, [Center Erase] appears.

- As a default, “Center Erase” is selected.



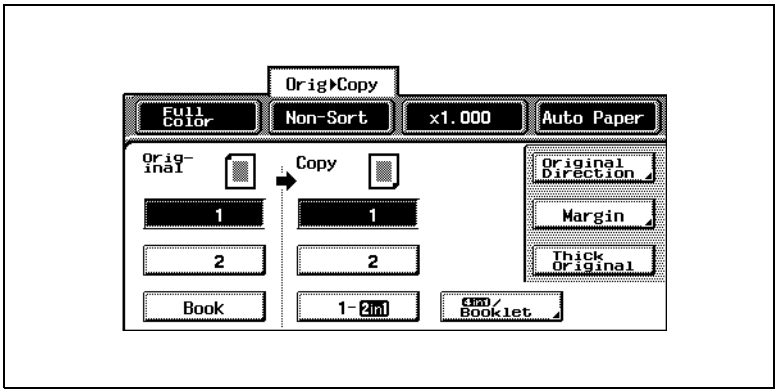
8 If you do not wish to use center-erasing, touch [Center Erase] to cancel it.

9 Touch [Enter]. The Original▶Copy screen appears again.

7.2 Selecting the Orig > Copy Settings (Original Direction and Margin Position Settings)

The type of original and the desired type of copy can be specified. In addition, the document orientation and the position of the binding margin can also be specified.

The Original Direction and Margin settings are described below. For details about the Original settings and the Copy settings, refer to “Selecting the Orig > Copy Settings (Original Settings)” on page 6-25 and “Selecting the Orig > Copy Settings (Copy Settings)” on page 7-1.



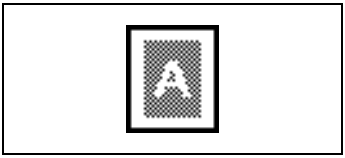
There are three document settings that can be specified.

- Document orientation (“Original Direction” setting)
- Document binding margin position (“Margin” setting)
- Thick documents (“Thick Original” setting)

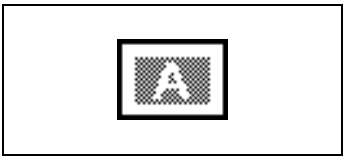
Selecting the Document Orientation ("Original Direction" Setting)

The orientation of the document can be specified. Select the setting appropriate for your document orientation.

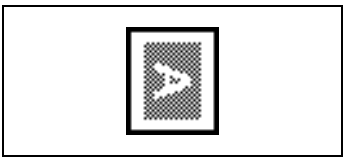
- Select this setting for a portrait document with the top toward the rear of the copier.



- Select this setting for a landscape document with the top toward the rear of the copier.

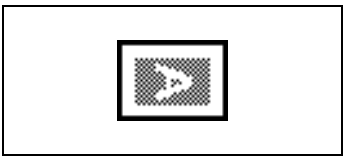


- Select this setting for a landscape document with the top toward the right of the copier.



- Select this setting for a portrait document with the top toward the right of the copier.

  As a default, no setting is selected.



...

Note

If the orientation of the document is different from that of the selected Original Direction setting, 2in1 or 4in1 copies will not be printed correctly.

...

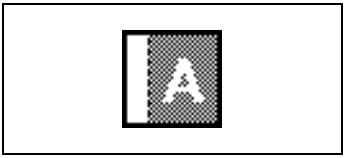
Tip

Portrait and landscape orientations
With the portrait orientation, the paper is vertical, like with portraits or photos of people.
With the landscape orientation, the paper is horizontal, like with landscapes.

Specifying the Document Binding Margin Position ("Margin" Setting)

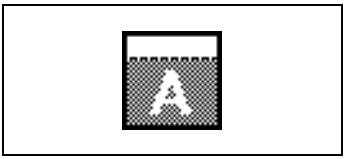
If a document with a binding margin is being copied, the position of the binding margin can be specified. Select the setting appropriate for the binding margin position for your document.

- Select this setting if the document is loaded with the binding margin at the left.



- Select this setting if the document is loaded with the binding margin at the top.

  As a default, the setting for the binding margin at the left is selected.



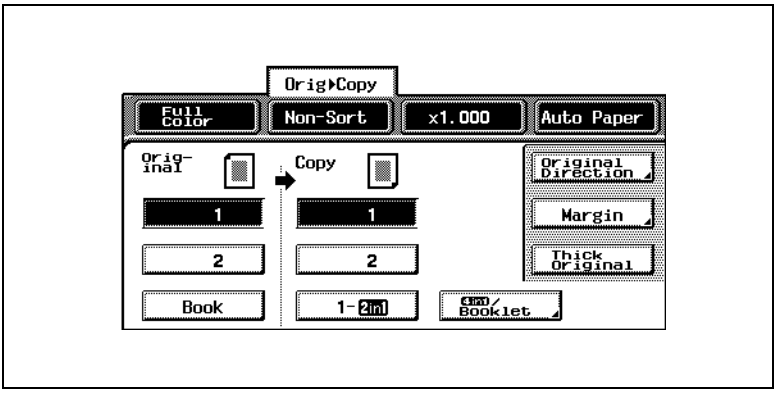
Note

If the position of the binding margin for the document is different from that of the selected Margin setting, copies made using the erase settings will not be printed correctly.
When loading a document with a binding margin, position the top of the document toward the rear of the copier. For details, refer to "Feeding the Document" (p. 5-5).

Specifying Thick Documents ("Thick Original" Setting)

Select this setting if a thick document is being copied.
To specify a thick document (129 g/m^2 to 210 g/m^2), touch [Thick Original].

To specify conditions for the original



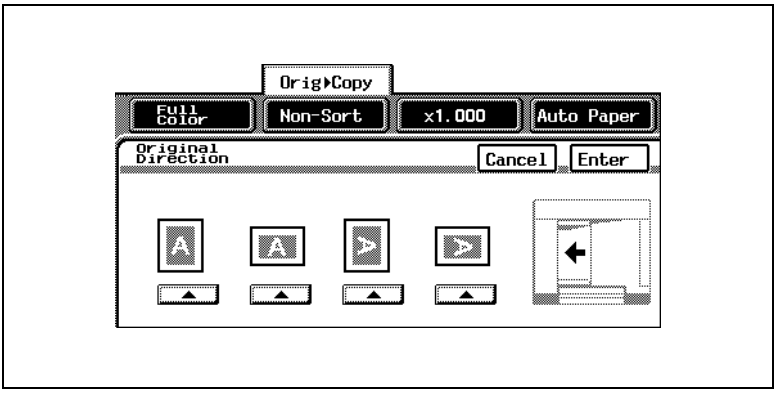
As a default, no setting is selected.

1 Touch [Orig▶Copy].

The Original▶Copy screen appears.

2 Touch [Original Direction]. The Original Direction screen appears.

- If the "Book" Original setting was selected, [Original Direction] is not available.

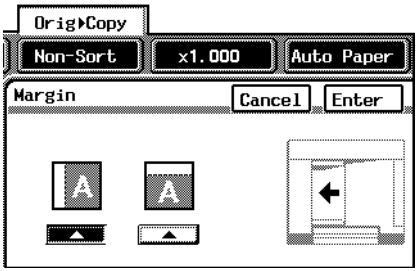


3 Select the setting appropriate for your document, and then touch [Enter].

- If the orientation of the document is different from that of the selected Original Direction setting, 2in1 or 4in1 copies will not be printed correctly.

4 Touch [Margin]. A screen showing the available binding margin settings appears.

- If the “Book” Original setting was selected, [Margin] is not available.



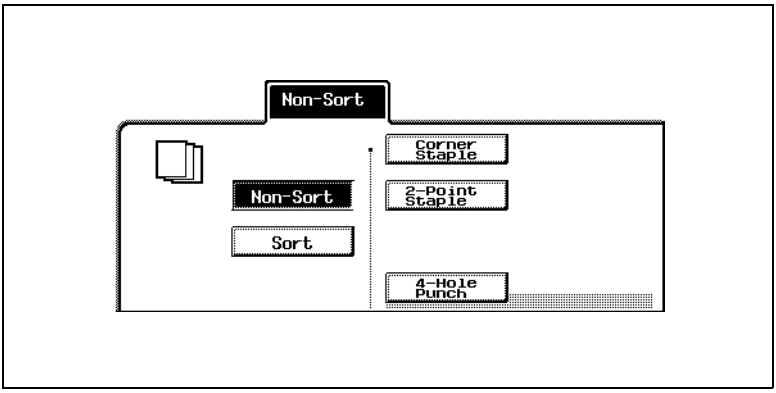
5 Select the setting appropriate for your document, and then touch [Enter].

- If the position of the binding margin for the document is different from that of the selected Margin setting, copies made using the erase settings will not be printed correctly.
- When loading a document with a binding margin, position the top of the document toward the rear of the copier. For details, refer to “Feeding the Document” (p. 5-5).

6 If a thick document is being copied, touch [Thick Original].

7.3 Selecting a Finishing Setting

Various settings for sorting and finishing copies are available.



Tip

The Finishing settings can be used together with other functions. For details, refer to "Function Combination Table" on page 12-12.

The following seven ways of finishing are available.

- Non-sorting ("Non-Sort" setting)
- Crisscross non-sorting ("Non-Sort" setting)
- Sorting ("Sort" setting)
- Crisscross sorting ("Sort" setting)
- Stapling (Corner staple)
- Stapling (2-point staple)
- Hole-punching

Note

Crisscross non-sorting and crisscross sorting are only available if the finisher is not installed.

Automatic "Sort"/"Non-Sort" Setting Selection

When a document is loaded into the duplexing document feeder, the “Non-Sort” setting is automatically selected if the document consists of only one page, and the “Sort” setting is automatically selected if the document consists of 2 or more pages.

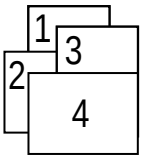
Whether or not the “Sort” or “Non-Sort” setting is automatically selected can be specified using the “Intelligent Sorting” function on the User’s Choice: 2 screen. For more details, refer to “To set the “Intelligent Sorting” function” on page 8-29.

Non-Sorting (“Non-Sort” Setting)

The copies are fed out and stacked on top of each other as they are printed.

Crisscross Non-Sorting (“Non-Sort” Setting)

The copies are fed out in an alternating crisscross pattern.



Example: For 4 sets

However, crisscross non-sorting is only performed if the following conditions are met.

- The finisher is not installed.
- Paper of the same size and type must be loaded with the landscape orientation (crosswise) in one paper drawer and with the portrait orientation (lengthwise) in another drawer.
- The duplexing document feeder must be used.
- The document must not contain pages of various sizes (i.e., “Mixed Orig Detection” function not used).
- “Auto Paper” must be selected for the Paper setting.
- Staple and hole-punch Finishing settings must not be selected.
- The “Criss Cross Mode” function on the User’s Choice: 2 screen must be set to “Yes”.

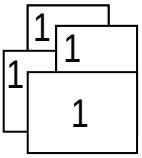
❍ For details on the “User’s Choice” functions, refer to “To set the “Criss Cross Mode” function” on page 8-30.

Sorting (“Sort” Setting)

The copies are automatically divided into the specified number of sets with each set containing a copy of each page.

Crisscross Sorting ("Sort" Setting)

Sets containing one copy of each page are fed out in an alternating crisscross pattern.



Example: For 4 sets

However, crisscross sorting is only performed if the following conditions are met.

- The finisher is not installed.
- Paper of the same size and type must be loaded with the landscape orientation (crosswise) in one paper drawer and with the portrait orientation (lengthwise) in another drawer.
- The duplexing document feeder must be used.
- The document must not contain pages of various sizes (i.e., "Mixed Orig Detection" function not used).
- "Auto Paper" must be selected for the Paper setting.
- Staple and hole-punch Finishing settings must not be selected.
- The "Criss Cross Mode" function on the User's Choice: 2 screen must be set to "Yes".

❍ For details on the "User's Choice" functions, refer to "To set the "Criss Cross Mode" function" on page 8-30.

Stapling (with finisher FN-116 installed)

The copies are bound together with a staple in the corner.

However, stapling is only performed if the following conditions are met.

- The number of copies is set to between 2 and 30.
- If standard-size paper is used, the paper sizes must be A3 L, A4 L and A4 C.
- If standard-size paper is used, the paper width must be between 182 mm and 297 mm.
- If standard-size paper is used, the paper length must be between 182 mm and 432 mm.
- The copier must not enter Interrupt mode.

Stapling (with finisher FN-8 installed)

The copies are bound together with a staple. Either the “Corner Staple” or the “2-Point Staple” Finishing setting can be selected.

However, stapling is only performed if the following conditions are met.

- The number of copies is set to between 2 and 50. (However, if the paper length is 300 mm or more, the number of copies can only be set to 25 or less.)
- If standard-size paper is used, the paper sizes must be A3 L, A4 L and A4 C.
- If standard-size paper is used, the paper width must be between 182 mm and 297 mm.
- If standard-size paper is used, the paper length must be between 182 mm and 432 mm.
- The copier must not enter Interrupt mode.

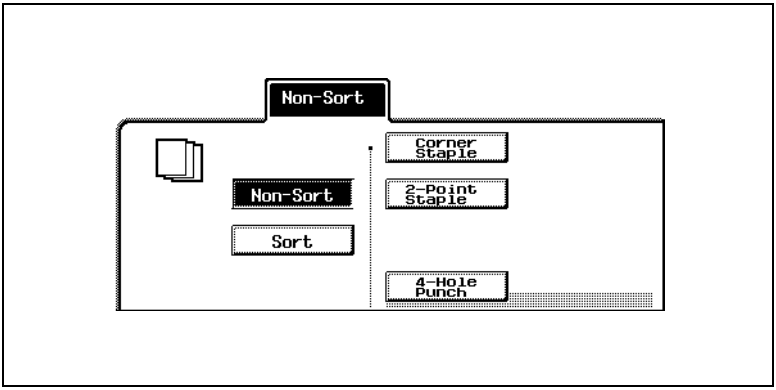
Hole-Punching

Two holes for filing copies in binders can be punched. The position of the punched holes can be specified along the left side or along the top.

However, hole-punching is only performed if the following conditions are met.

- Finisher FN-8 is installed.
- Punch kit PK-4 is installed.
- If standard-size paper is used, the paper sizes must be A3 L and A4 C.
- If standard-size paper is used, the paper width must be between 182 mm and 297 mm.
- If standard-size paper is used, the paper length must be between 182 mm and 432 mm.
- The copier must not enter Interrupt mode.

To specify Finishing settings

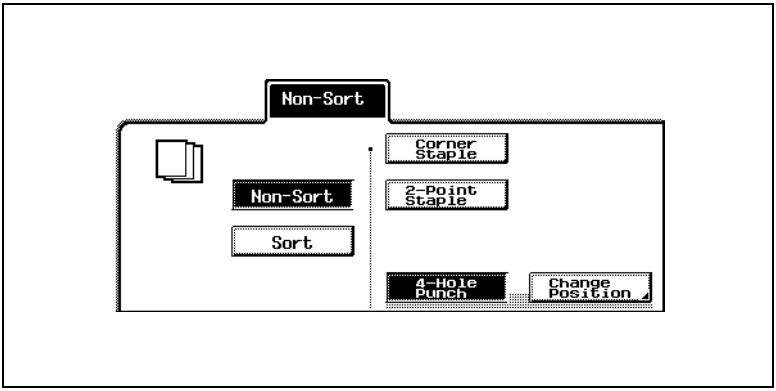


1 Touch [Finishing].

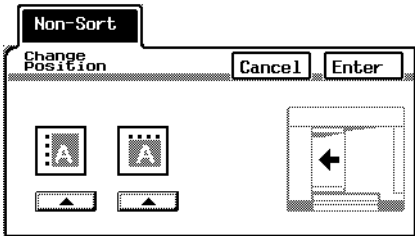
A screen appears, showing the available Finishing settings.

2 Select the desired Finishing settings.

3 When “4-Hole Punch” is selected, the [Change Position] key appears.



4 Touch [Change Position]. The Change Position screen appears.



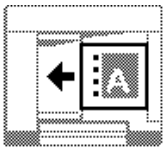
5 Select the desired position for the punched holes, and then touch [Enter].

...

Note

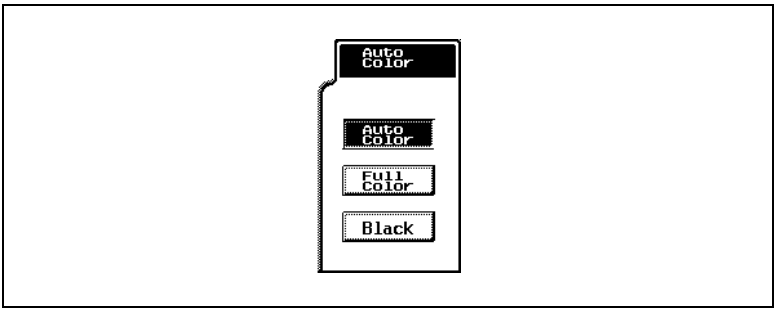
If a stapling or hole-punching setting is selected, be sure to load the document so that it is positioned correctly.
If the document is not positioned correctly, the staples or punched holes will not be positioned correctly.

The correct position of the document is shown in the screen. Be sure to position the document according to the instructions that appear.
Example: Document position when the "4-Hole Punch" setting is used
The example shows that the document should be positioned so that the top of the document is toward the rear of the copier.
For details, refer to "Feeding the Document" (p. 5-5).



7.4 Selecting a Color Setting

The Color setting is selected when copies are being made.



There are three Color settings.

- Auto Color
  The copier automatically determines whether the document is in color or in black and white, then selects the appropriate color setting for the document.
  - ❍ If the document was determined to be in color, a copy is made with the Color setting “Full Color”.
  - ❍ If the document was determined to be in black and white, a copy is made with the Color setting “Black”.
- Full Color
  - ❍ The scanned document is copied in full color.
- Black
  - ❍ The scanned document is copied in black and white.

...

Tip

The level for detecting a color or black-and-white document with Color setting “Auto Color” can be adjusted using the “ACS Judgement Level Adjust.” function on the User’s Choice: 2 screen. For more details, refer to “To set the “ACS Judgement Level Adjust.” function” on page 8-32.

To select the Color setting

1 Touch [Color].

A screen appears, showing the specified Color setting.

2 Select the desired Color setting.

7.5 Improving Color Copy Quality ("Color Image Adjust" Function)

By making various color adjustments, you can adjust the quality of color copies as desired.

Tip

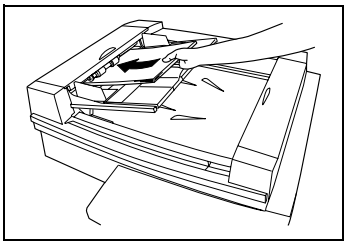
Samples for the "Color Image Adjust" function can be seen in "Available Features".

To make color adjustments

The procedure for making practical copies using the "Color Image Adjust" function is described below.

1 Position the document(s) to be copied.

For more details, refer to "Feeding the Document" on page 5-5.



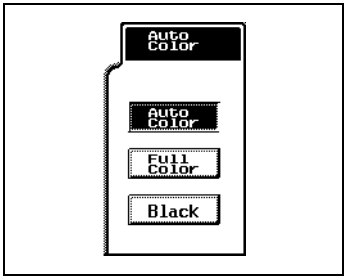
2 Select the desired color mode.

For more details, refer to "Selecting a Color Setting" on page 7-19.

3 Touch [Auxiliary].

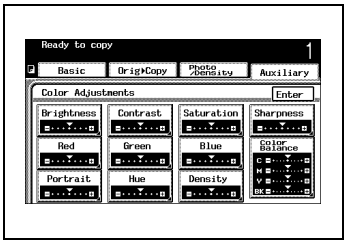
The Auxiliary screen appears.

4 Touch [Color Image Adjust].

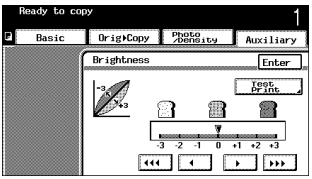


5 Select the parameter that you wish to change.

For details on each parameter, refer to page 7-24 to page 7-35.



6 Touch arrow keys to select the desired setting, and then touch [Enter]. (Example: Adjusting the “Brightness” parameter)



7 Test prints of your document can be made so you can check how it would appear with each of the settings for the current parameter combined with the other currently specified color adjustment settings.

For details on making a test print, refer to .“To make test prints” on page 7-22

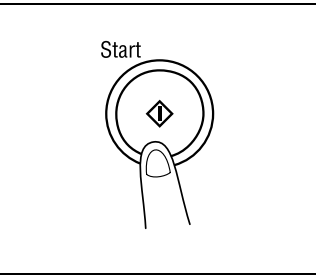
8 In the Color Adjustments screen, touch [Enter].

The Auxiliary screen appears again.

9 Specify any other necessary settings.

10 Press the [Start] key.

The copy job is queued for printing with the selected color adjustment settings.



To make test prints

You can make test prints of your document to see how it would appear with each of the settings for the current parameter combined with the other currently specified color adjustment settings.

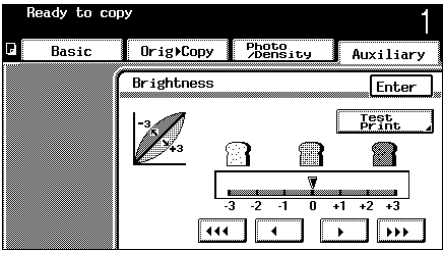
1 Load A4 C-size paper into the 1st drawer.

- The paper that is loaded can be 11×17 L, A3 L or Letter C.

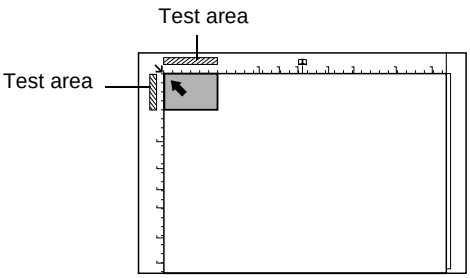
2 Display the screen for the desired Color Image Adjust parameter.

- For more details, refer to “Selecting a Color Setting” on page 7-19.

3 Touch [Test Print].
The Test Print screen appears.
(Example: Adjusting the “Brightness” parameter)

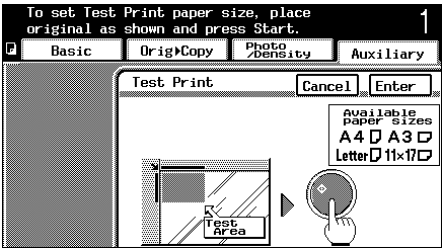


4 Position the part of the document that you wish to make a test print of within the test area of the original glass.



5 Press the [Start] key.

The copy job is queued for printing, and test prints are printed. The parameter screen appears again.



6 While referring to the test prints, touch arrow keys to select the desired setting for the current parameter.

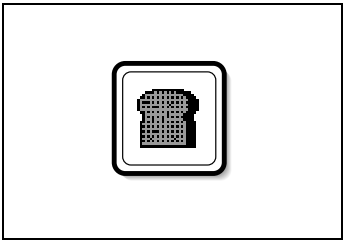
7 Touch [Enter].

The specified settings are applied, and the Color Adjustments screen appears again.

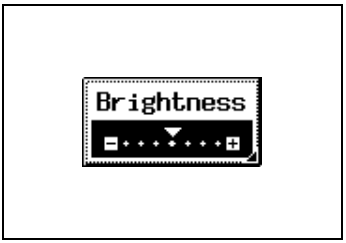
8 Correctly position the document for normal printing.

To adjust the “Brightness” parameter

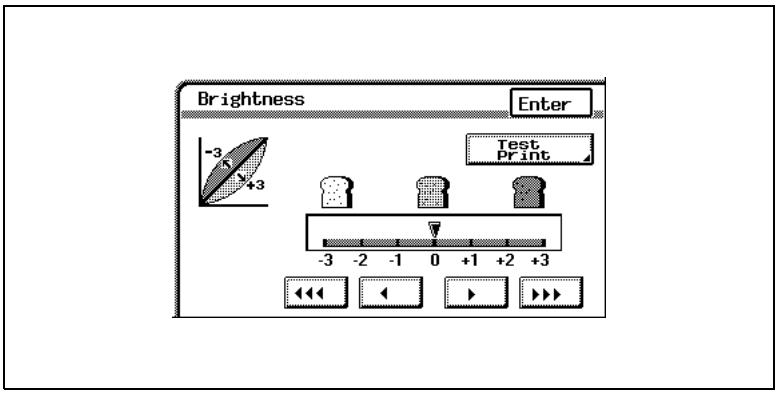
This parameter can be used to make the image either lighter or darker.



1 In the Color Adjustments screen, touch [Brightness].

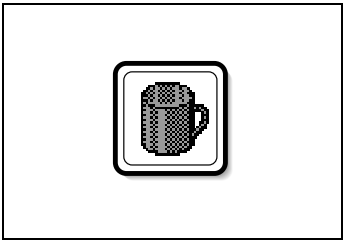


2 Touch arrow keys to select the desired setting, and then touch [Enter].

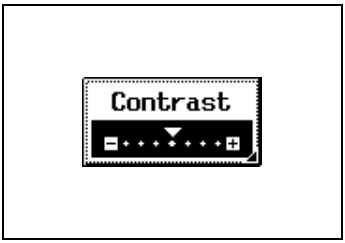


To adjust the “Contrast” parameter

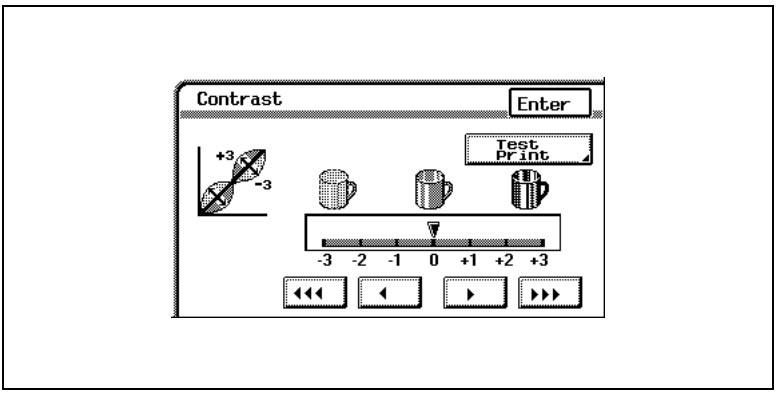
This parameter can be used to make the image either crisper or smoother.



1 In the Color Adjustments screen, touch [Contrast].

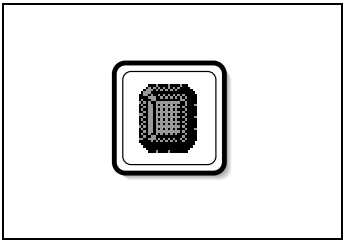


2 Touch arrow keys to select the desired setting, and then touch [Enter].

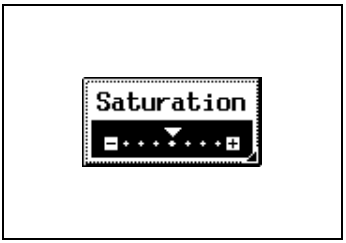


To adjust the “Saturation” parameter

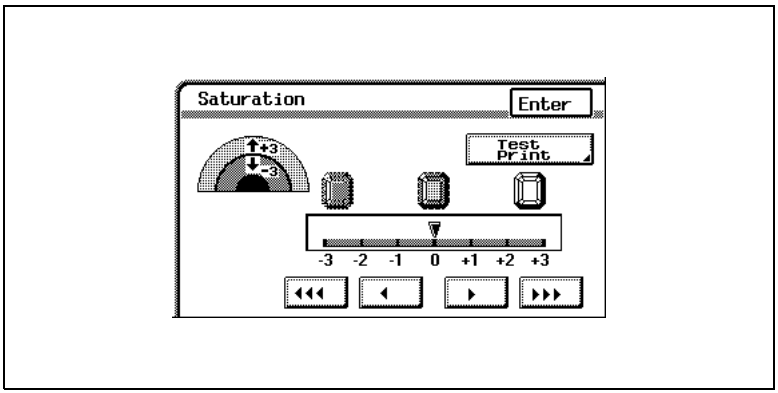
This parameter can be used to adjust the vividness of the colors in the image.



1 In the Color Adjustments screen, touch [Saturation].

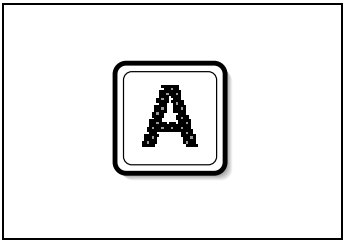


2 Touch arrow keys to select the desired setting, and then touch [Enter].

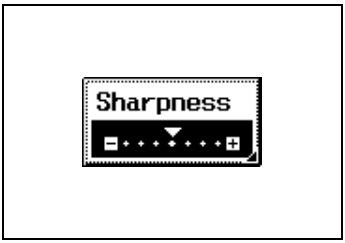


To adjust the “Sharpness” parameter

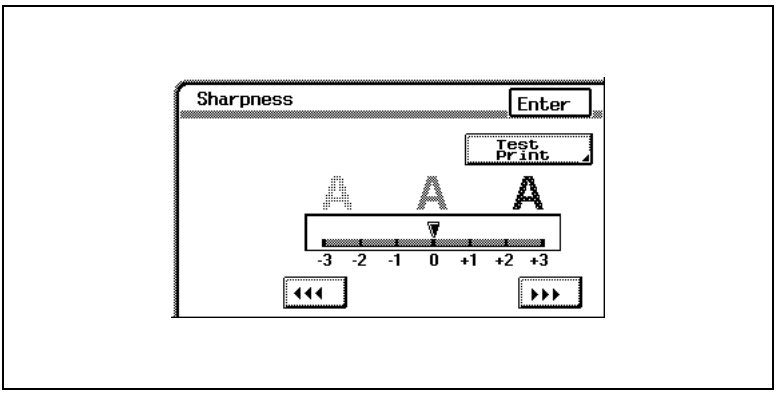
This parameter emphasizes the edges of text so that they can be read more easily. In addition, this parameter can be used to make an overly sharp image softer or a blurry image clearer.



1 In the Color Adjustments screen, touch [Sharpness].

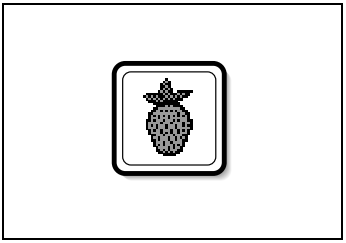


2 Touch arrow keys to select the desired setting, and then touch [Enter].

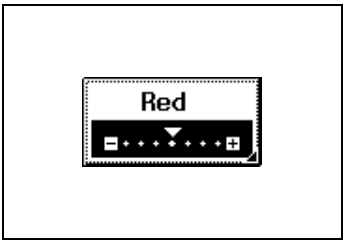


To adjust the “Red” parameter

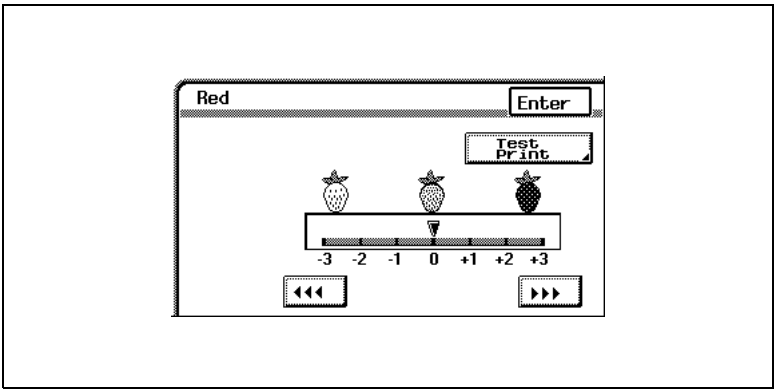
This parameter is used to adjust the level of red in the image, for example, if you wish to increase the redness of flowers.



1 In the Color Adjustments screen, touch [Red].

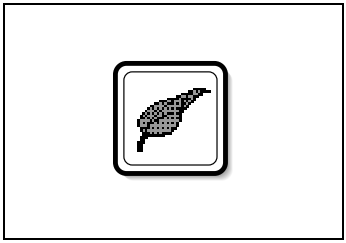


2 Touch arrow keys to select the desired setting, and then touch [Enter].

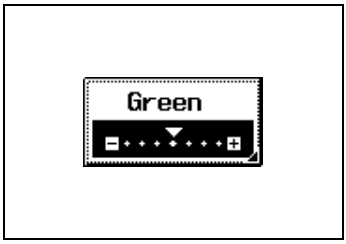


To adjust the “Green” parameter

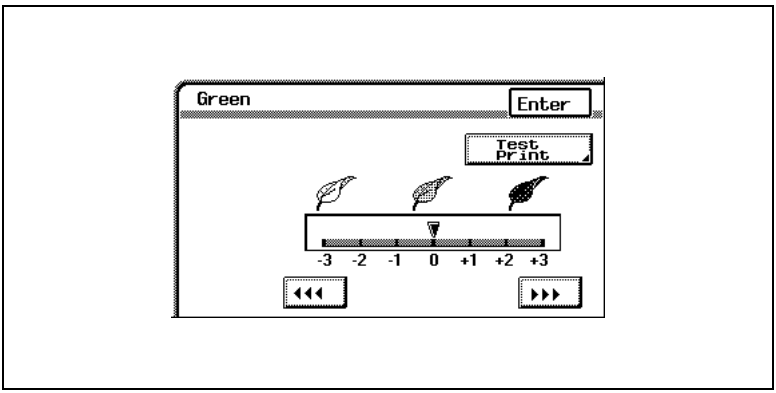
This parameter can be used to adjust the level of green in the image, for example, when you wish to emphasize the green of forests and trees.



1 In the Color Adjustments screen, touch [Green].

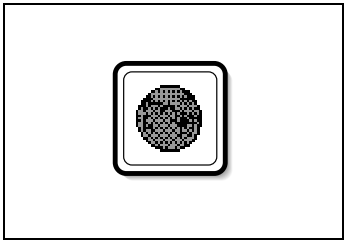


2 Touch arrow keys to select the desired setting, and then touch [Enter].

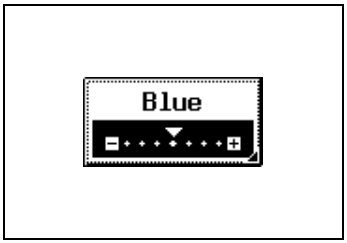


To adjust the “Blue” parameter

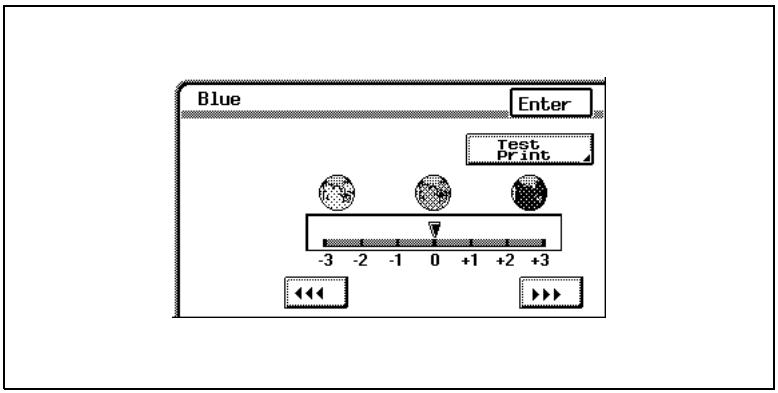
This parameter is used to adjust the level of blue in the image, for example, if you wish to add blue to water or the sky.



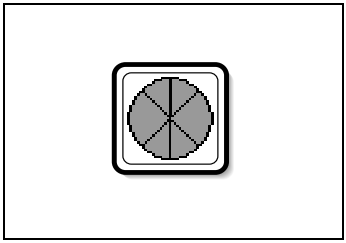
1 In the Color Adjustments screen, touch [Blue].



2 Touch arrow keys to select the desired setting, and then touch [Enter].



To adjust the “Color Balance” parameter



This parameter can be used to adjust the balance in the concentration of cyan (C), magenta (M), yellow (Y) and black (BK). Each color can be adjusted to a level within a range of 0% to 200% (in 1% increments).

Increasing the red tinge

- Increasing the amount of yellow and magenta
- Decreasing the amount of cyan

Increasing the green tinge

- Increasing the amount of yellow and cyan
- Decreasing the amount of magenta

Increasing the blue tinge

- Increasing the amount of magenta and cyan
- Decreasing the amount of yellow

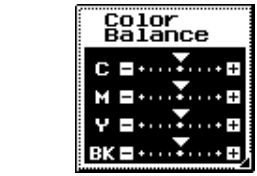
Increasing the yellow tinge

- Increasing the amount of yellow
- Decreasing the amount of magenta and cyan

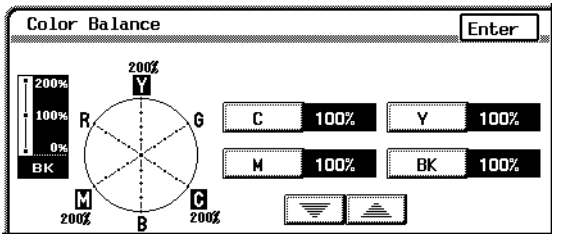
Increasing the black tinge

- Increasing the amount of black

1 In the Color Adjustments screen, touch [Color Balance].



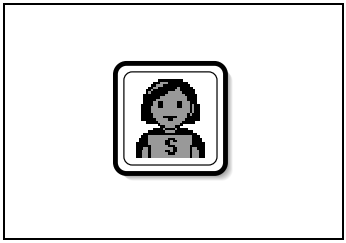
2 Select the color that you wish to adjust, and then touch arrow keys to specify the desired setting.



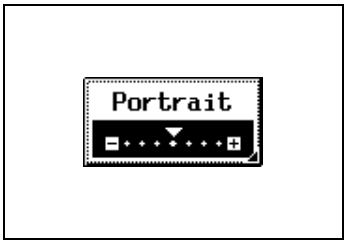
3 After specifying the settings, touch [Enter].

To adjust the “Portrait” parameter

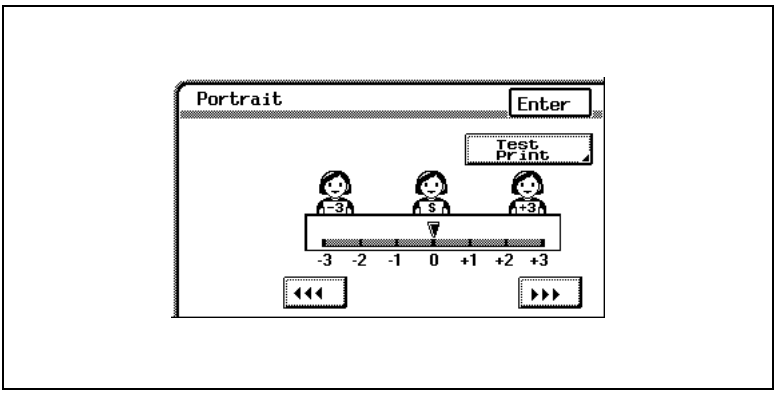
This parameter can be used to adjust the tint of flesh tones.



1 In the Color Adjustments screen, touch [Portrait].

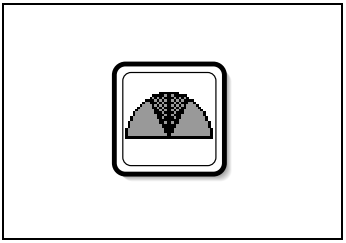


2 Touch arrow keys to select the desired setting, and then touch [Enter].

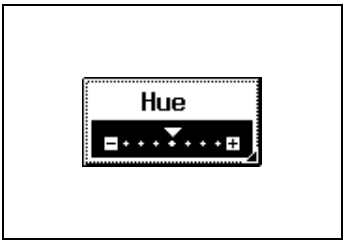


To adjust the “Hue” parameter

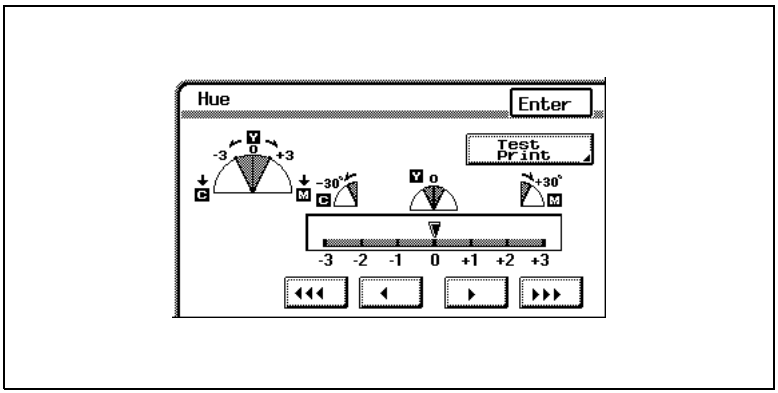
The hue is divided into magenta, yellow and cyan. By adjusting the hue, the image can be made either more reddish or more bluish.



1 In the Color Adjustments screen, touch [Hue].

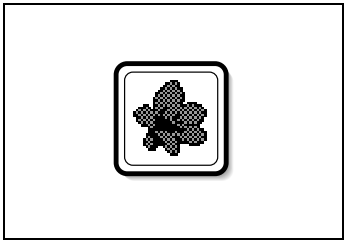


2 Touch arrow keys to select the desired setting, and then touch [Enter].

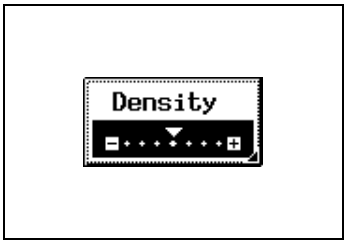


To adjust the “Density” parameter

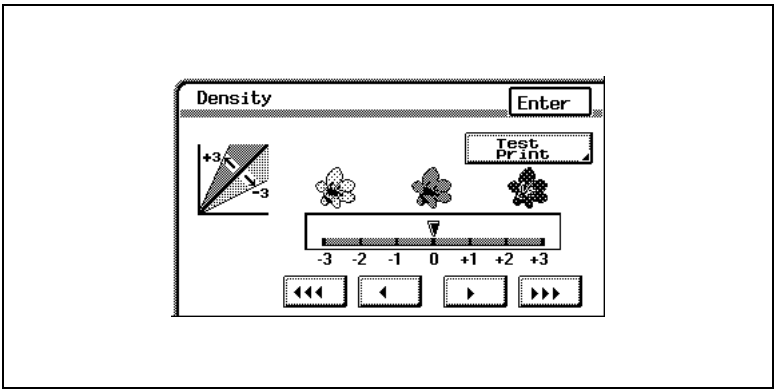
This parameter can be used to finely adjust the copy density to any of 19 levels between -3 and +3.



1 In the Color Adjustments screen, touch [Density].



2 Touch arrow keys to select the desired setting, and then touch [Enter].



7.6 Editing Images (Creation Functions)

Using the Creation functions, the image can be simply edited so that a particular copy can be created.

...

Tip

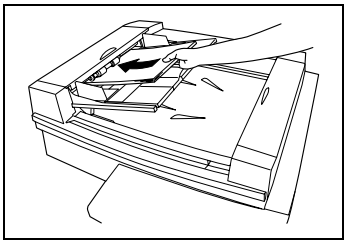
Samples for the Creation functions can be seen in "Available Features".

To set a Creation function

The procedure for making practical copies using a Creation function is described below.

1 Position the document(s) to be copied.

For more details, refer to "Feeding the Document" on page 5-5.



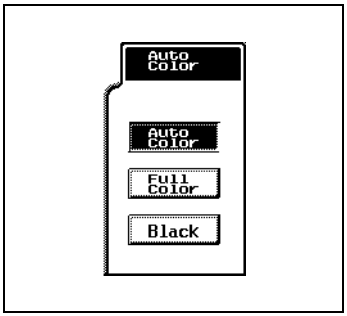
2 Select the desired Color setting.

For more details, refer to "Selecting a Color Setting" on page 7-19.

3 Touch [Auxiliary].

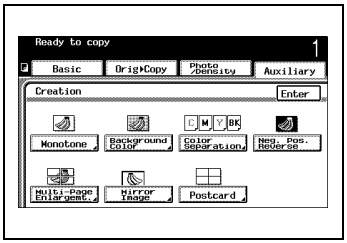
The Auxiliary screen appears.

4 Touch [Creation].



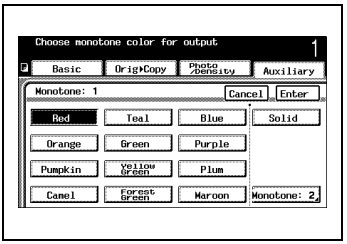
5 Select the function that you wish to set.

For details on each function, refer to page 7-38 through page 7-53.



6 Select the desired setting, and then touch [Enter].

The specified setting is applied. (Example: Setting the “Monotone” function)



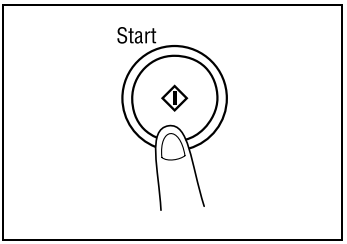
7 In the Creation screen, touch [Enter].

The Auxiliary screen appears again.

8 Specify any other necessary settings.

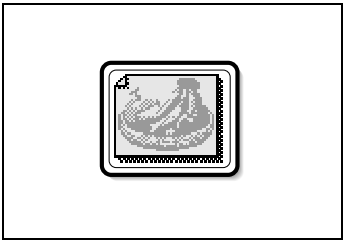
9 Press the [Start] key.

The copy job is queued for printing with the selected “Creation” functions.

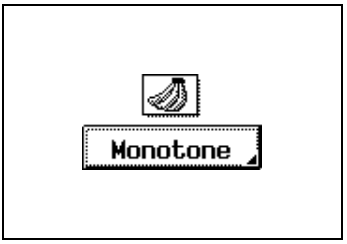


To make settings for the “Monotone” function

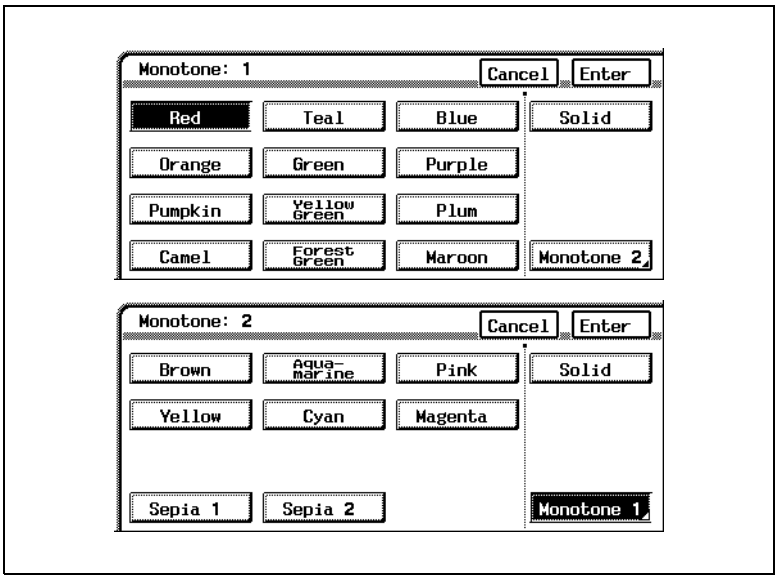
This function allows you to copy a document using only one of the 20 colors available, regardless of the original document colors.



1 In the Creation screen, touch [Monotone].



2 Select the desired color, and then touch [Enter].



- The colors are listed on two screens. Touch [Monotone 2] in the lower-right corner to display the next screen.
  Touch [Monotone 1] to return to the previous screen.

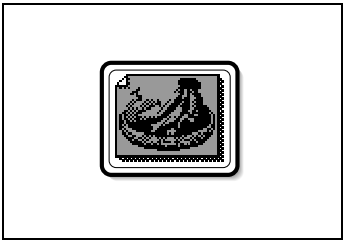
- Touching [Solid] so that it is selected specifies that the document will be copied without shading, regardless of the gradations in the original document.

Tip

Touching [Solid] so that it is not selected specifies that the document will be copied with the original color differences (color shading that can be seen with the eye). To cancel the "Monotone" function, touch [Cancel] in either Monotone screen.

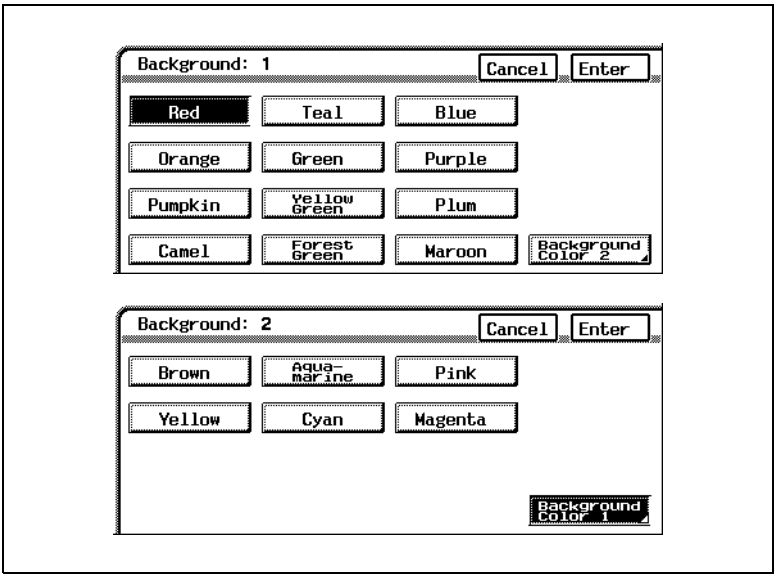
To make settings for the “Background Color” function

This function allows you to copy a document using one of the 18 colors available as the color of the background (blank areas).



1 In the Creation screen, touch [Background Color].

2 Select the desired color, and then touch [Enter].



❍ The colors are listed on two screens. Touch [Background Color 2] in the lower-right corner to display the next screen.
Touch [Background Color 1] to return to the previous screen.

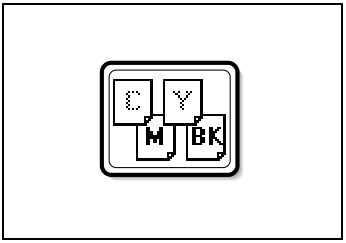
...

Tip

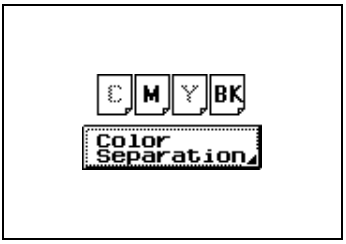
To cancel the “Background Color” function, touch [Cancel] in either Background screen.

To make settings for the “Color Separation” function

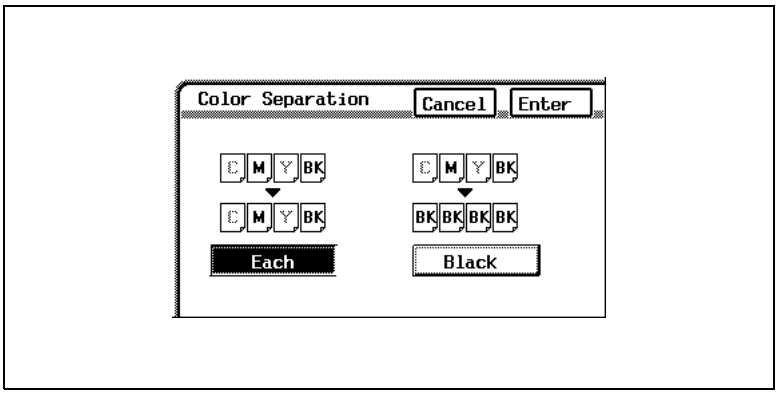
This function allows you to copy a document while separating its colors into cyan (C), magenta (M), yellow (Y) and black (BK). In addition, copies of the separated colors can be printed in just black.



1 In the Creation screen, touch [Color Separation].



2 Touch either [Each] or [Black], and then touch [Enter].



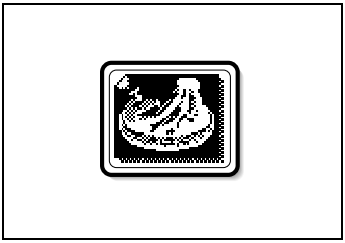
...

Tip

To cancel the “Color Separation” function, touch [Cancel] in the Color Separation screen.

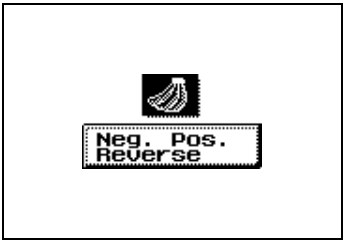
To set the “Neg. Pos. Reverse” function

This function allows you to copy a document with the light- and dark-colored areas or the colors of the image inversed. This allows you to make a copy of a positive image from color or B/W negative films.



➜ In the Creation screen, touch [Neg. Pos. Reverse].

To cancel the “Neg. Pos. Reverse” function, touch [Neg. Pos. Reverse] again.



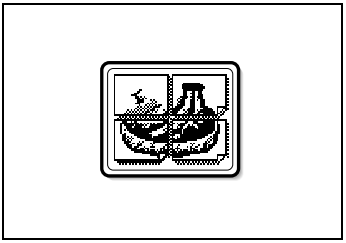
...

Tip

If the “Monotone” function was set, the negative/positive inverse of the image will be printed with the selected color. If the “Background Color” function was set, the negative/positive inverse of the image will include the selected background color.

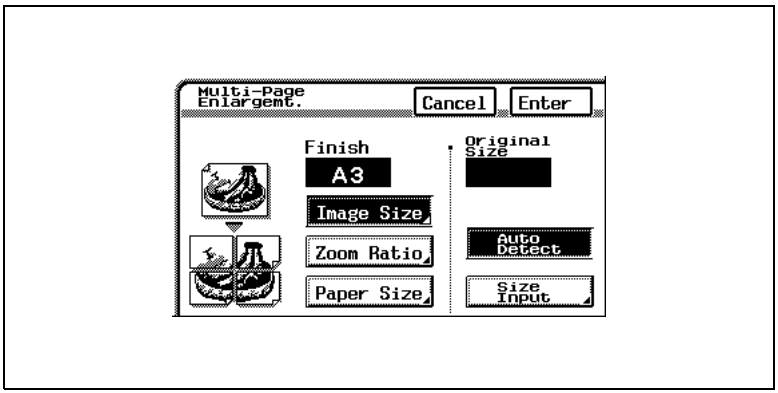
To make settings for the “Multi-Page Enlargement” function

This function allows you to copy a document automatically split into parts with each part printed enlarged. These copies can then be pasted together to make a large poster.



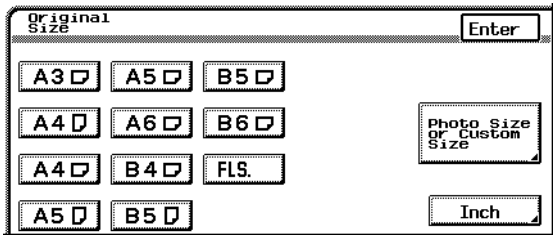
1 In the Creation screen, touch [Multi-Page Enlargemt].

2 Normally, the document size is automatically detected; however, the document size can be specified, if you wish.



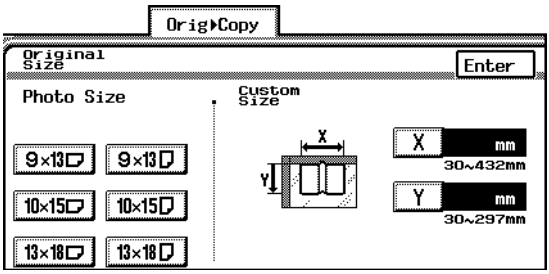
❍ To specify the document size, touch [Size Input].

Specify the size of the original, and then touch [Enter] to return to the Multi-Page Enlargemt. screen.



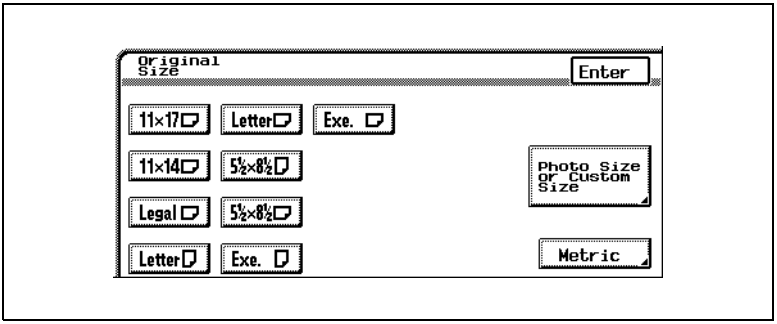
❍ To specify a photo size or a non-standard size, touch [Size Input], and then touch [Photo Size or Custom Size].

Select a photo size, or touch [X] and [Y], and use the keypad to specify the size of the original. Then, touch [Enter] to return to the Multi-Page Enlargemt. screen.



- To specify a document size in inch measurements, touch [Size Input], and then touch [Inch].

  Specify the size of the original, and then touch [Enter] to return to the Multi-Page Enlargemt. screen.

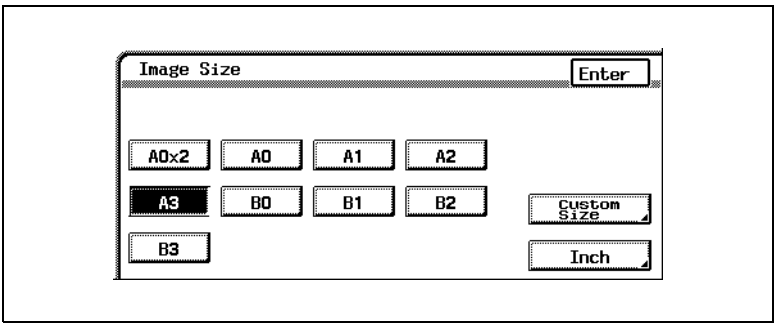


3 Specify how the original image will be enlarged according to the following methods.

- To specify the final image size
  Continue with step 4.
- To specify an enlargement ratio
  Skip to step 6.
- To specify the paper size for each part of the enlarged image
  Skip to step 8.

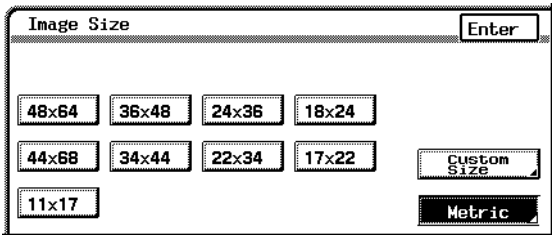
4 Touch [Image Size].

5 Select the final image size, and then touch [Enter].

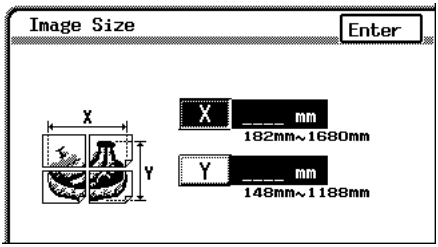


❍ For final image sizes in inch measurements, touch [Inch].

Select the desired image size, and then touch [Enter].

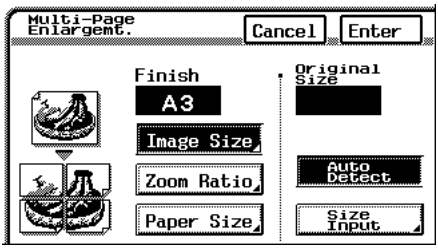


❍ For a paper size other than the standard sizes listed on the screen, touch [Custom Size], touch [X] and [Y], and use the keypad to specify the size of the final image, and then touch [Enter].

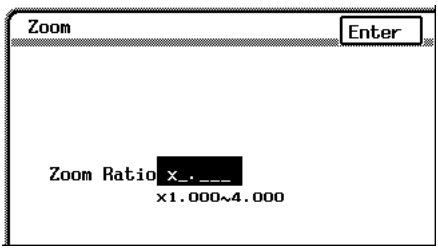


This concludes the setting procedure for the “Multi-Page Enlargement” function.

6 Touch [Zoom Ratio].

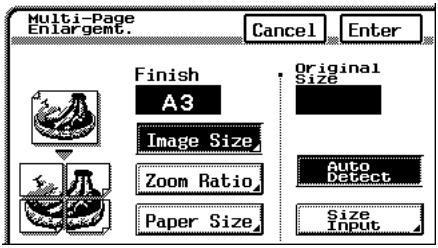


7 Using the keypad, enter the desired zoom ratio, and then touch [Enter].

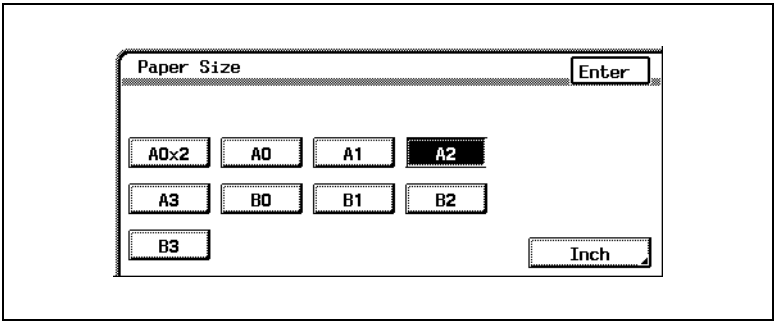


This concludes the setting procedure for the “Multi-Page Enlargement” function.

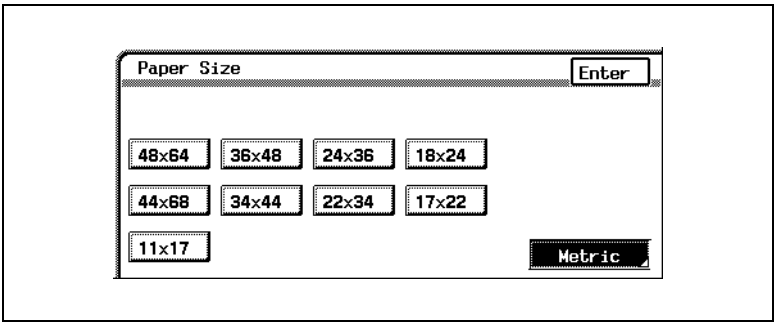
8 Touch [Paper Size].



9 Select the paper size for the various parts of the enlarged image, and then touch [Enter].



- For paper sizes in inch measurements, touch [Inch], select the desired paper size, and then touch [Enter].



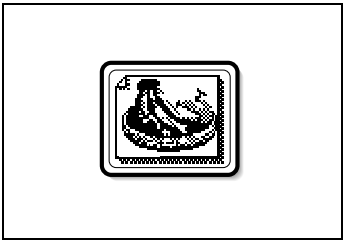
...

Tip

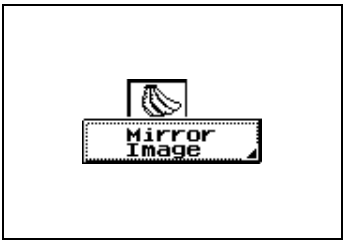
To cancel the "Multi-Page Enlargement" function, touch [Cancel] in the Multi-Page Enlargemt. screen.

To make settings for the “Mirror Image” function

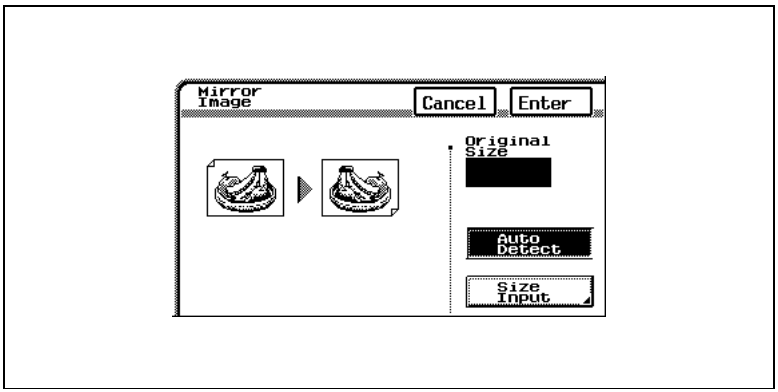
This function allows you to copy a mirror image of the original document.



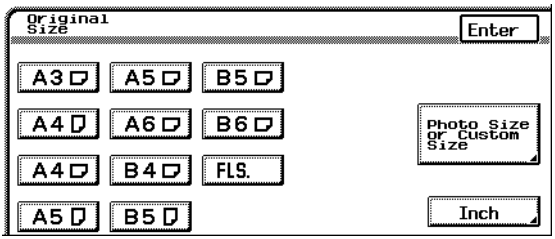
1 In the Creation screen, touch [Mirror Image].



2 Normally, the document size is automatically detected. However, if you wish to specify the document size, touch [Size Input].

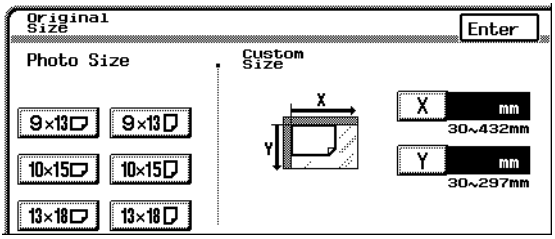


3 Select the document size, and then touch [Enter].

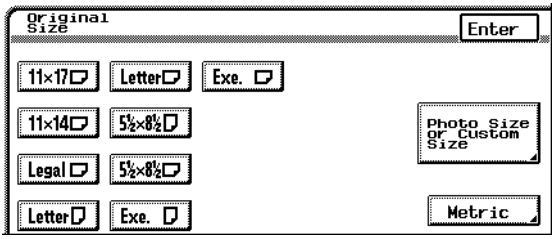


- To specify a photo size or a non-standard size, touch [Size Input], and then touch [Photo Size or Custom Size].

  Select a photo size, or touch [X] and [Y], and use the keypad to specify the size of the original, and then touch [Enter].



- For document sizes in inch measurements, touch [Inch], select the desired paper size, and then touch [Enter].



4 In the Mirror Image screen, touch [Enter].

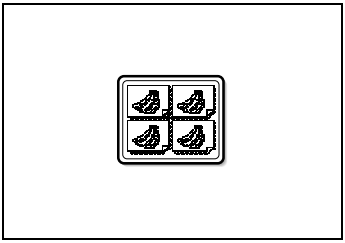
Tip

To cancel the "Mirror Image" function, touch [Cancel] in the Mirror Image screen.

To make settings for the “Postcard” function

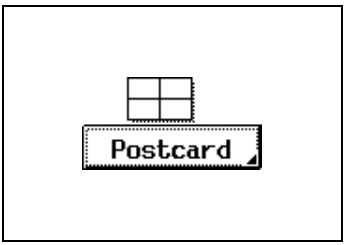
The document can be reduced to the size of a postcard, and up to four copies can be printed on one sheet of A4-size postcard paper.

Document sizes that can be selected

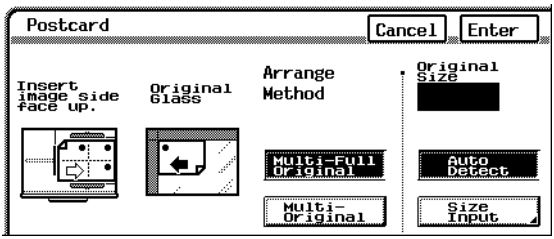


Preset sizes	Photo sizes	Custom sizes
A3 L, A4 L, A4 C, A5 L, A5 C, A6 L, B4 L, B5 L, B5 C, B6 L, FLS	9×13 L, 9×13 C, 10×15 L, 10×15 C, 13×18 L, 13×18 C	X: 30 to 432 mm Y: 30 to 297 mm

1 In the Creation screen, touch [Postcard].



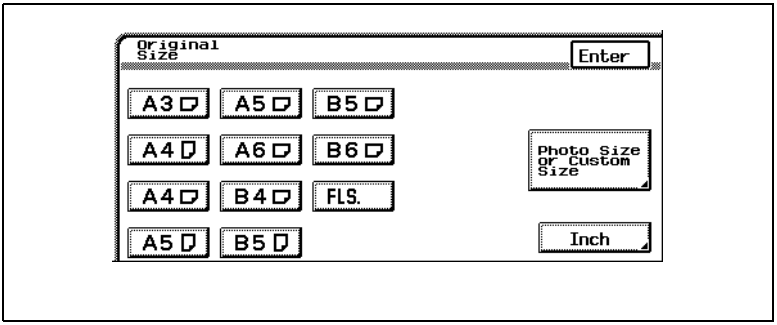
2 Select either [Multi-Full Original] or [Multi-Original].



- To reduce the image so that it fits within the allowable print area for the paper (inside the area within the margins), touch [Multi-Full Original].
- To make copies so that the paper is filled regardless of the margins, touch [Multi-Original]. In this case, the margins are reduced by the image at the edge of the paper.

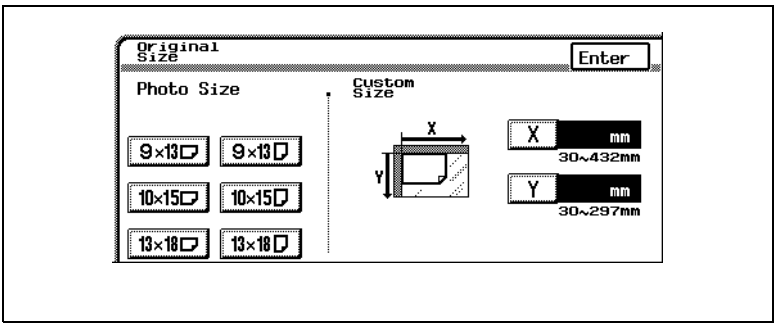
3 Normally, the document size is automatically detected. However, if you wish to specify the document size, touch [Size Input].

Select the document size, and then touch [Enter].



- To specify a photo size or a non-standard size, touch [Size Input], and then touch [Photo Size or Custom Size].

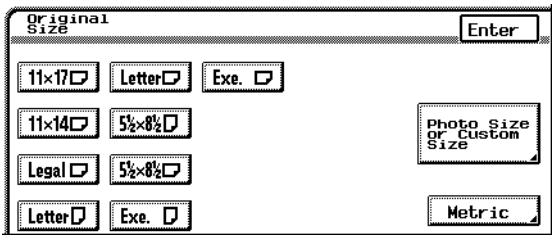
  Select a photo size, or touch [X] and [Y], and use the keypad to specify the size of the original, and then touch [Enter].



- For document sizes in inch measurements, touch [Inch].

  Select the desired paper size, and then touch [Enter].

4 In the Postcard screen, touch [Enter].

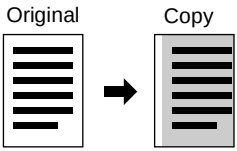
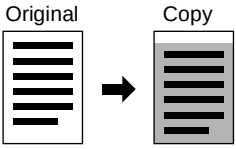


Tip

To cancel the "Postcard" function, touch [Cancel] in the Postcard screen.

7.7 Making Copies for Filing (“File Margin” Function)

So that copies can easily be stored in filing binders, copies can be made with a file margin.
Two positions for the binding margin are available. Select the binding margin position suitable for the document.

Setting	Copy position	Description
		Copies are printed with the contents of the document slightly shifted to the right in order to create a binding margin at the left.
		Copies are printed with the contents of the document slightly shifted downward in order to create a binding margin at the top.

To make settings for the “File Margin” function

1 Position the document(s) to be copied.

- For more details, refer to “Feeding the Document” on page 5-5.

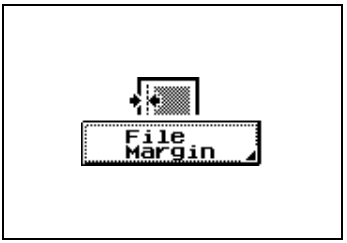
2 Select the desired Color setting.

- For more details, refer to “Selecting a Color Setting” on page 7-19.

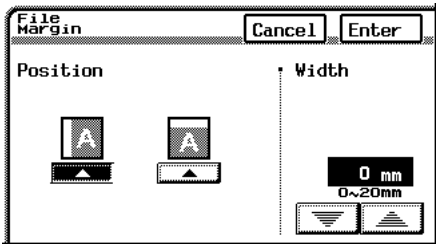
3 Touch [Auxiliary].

The Auxiliary screen appears.

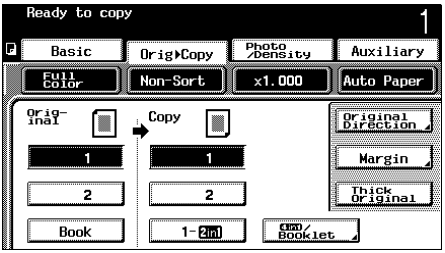
4 Touch [File Margin].



5 Select the desired setting, and then touch [Enter].



- If the document is not positioned as indicated in the screen, touch [Orig▶Copy], and then touch [Original Direction].
  Specify the orientation of the original, and then touch [Enter] to return to the Basic screen.



6 Specify any other necessary settings.

7 Press the [Start] key.

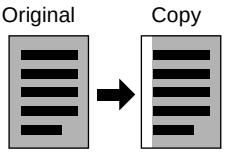
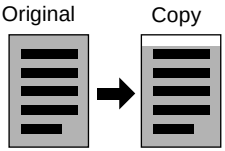
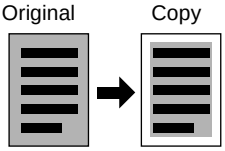
Tip

To cancel the "File Margin" function, touch [Cancel] in the File Margin screen.

7.8 Erasing Sections of Copies (“Edge/Frame Erase” Function)

Frames can be erased around copies that you make.

Three locations for erasing the edge/frame of the document are available. Select the erasing location suitable for the document.

Setting	Copy position	Description
		Copies are printed with the left side of the document erased.
		Copies are printed with the top of the document erased.
		Copies are printed with a frame around the document erased.

To make settings for the “Edge/Frame Erase” function

1 Position the document(s) to be copied.

- For more details, refer to “Feeding the Document” on page 5-5.

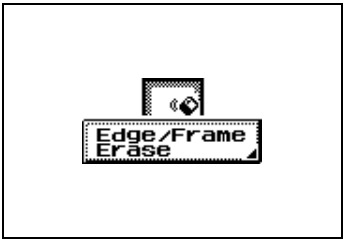
2 Select the desired Color setting.

- For more details, refer to “Selecting a Color Setting” on page 7-19.

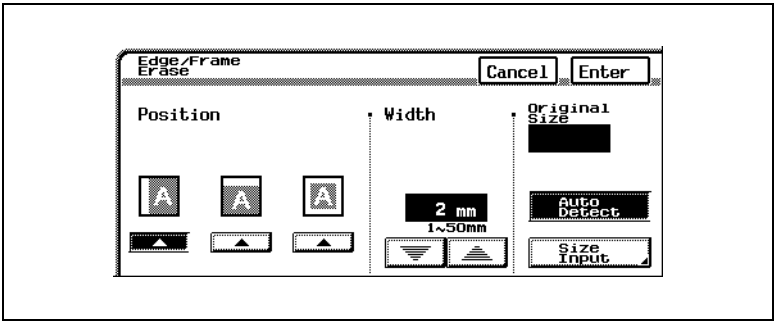
3 Touch [Auxiliary].

The Auxiliary screen appears.

4 Touch [Edge/Frame Erase].



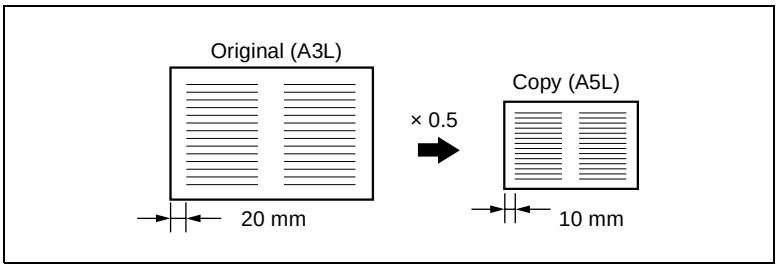
5 Select the desired location to be erased.



6 Touch arrow keys to specify the width that is to be erased.

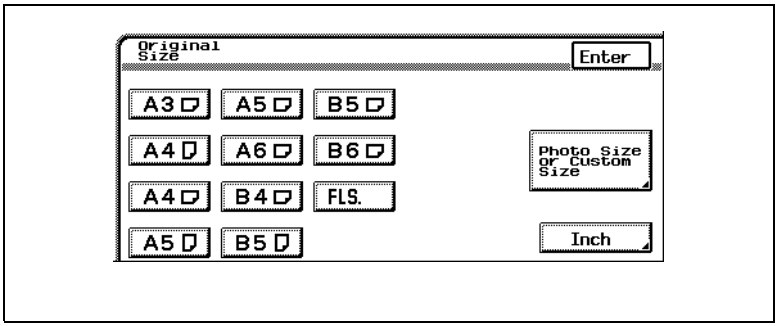
- The specified width of the area to be erased is the width before copying. Therefore, be careful when selecting this setting while making enlarged or reduced copies.

  Example) When using the “Edge/Frame Erase” function while copying an A3-size document with a zoom ratio of 0.5.



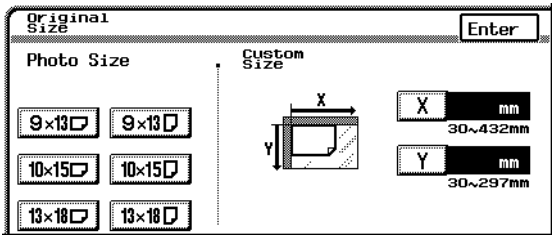
7 Normally, the document size is automatically detected. However, if you wish to specify the document size, touch [Size Input].

Select the document size, and then touch [Enter].



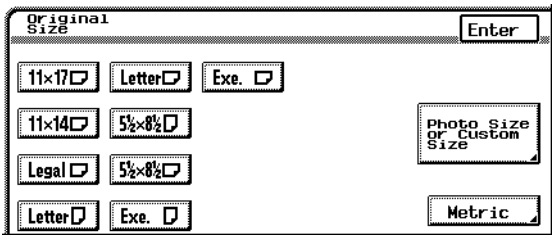
- To specify a photo size or a non-standard size, touch [Size Input], and then touch [Photo Size or Custom Size].

  Select a photo size, or touch [X] and [Y], and use the keypad to specify the size of the original, and then touch [Enter].



❍ For document sizes in inch measurements, touch [Inch].

Select the desired paper size, and then touch [Enter].



8 In the Edge/Frame Erase screen, touch [Enter].

9 Specify any other necessary settings.

10 Press the [Start] key.

...

Tip

To cancel the "Edge/Frame Erase" function, touch [Cancel] in the Edge/Frame Erase screen.

7.9 Adjusting the Image To Fit the Paper Size (“Image Adjust” Function)

To make settings for the “Image Adjust” function

1 Position the document(s) to be copied.

- ❍ For more details, refer to “Feeding the Document” on page 5-5.

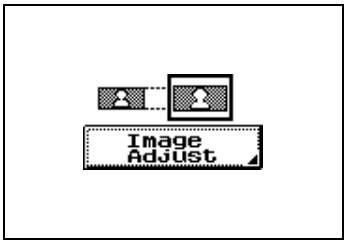
2 Select the desired Color setting.

- ❍ For more details, refer to “Selecting a Color Setting” on page 7-19.

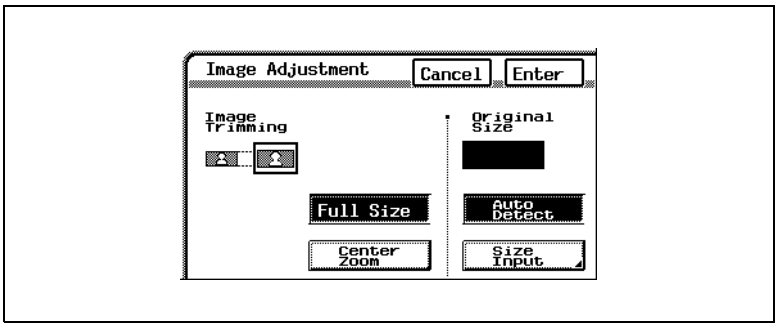
3 Touch [Auxiliary].

The Auxiliary screen appears.

4 Touch [Image Adjust].



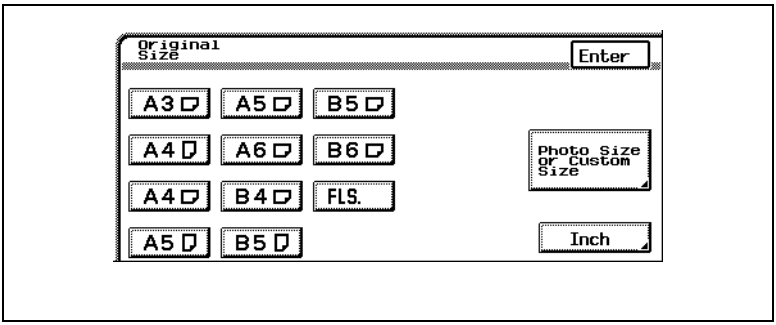
5 Select either [Full Size] or [Center Zoom].



- To enlarge the image to its maximum so that it fits fully within the paper (without changing the proportions of the image), touch [Full Size].
- To enlarge the image to its maximum so that the shorter sides of the image fit fully within the paper (without changing the proportions of the image), touch [Center Zoom].
  If [Center Zoom] is selected, the center of the image will be positioned at the center of the paper. In addition, both ends of the longer sides are lost since they extend off the paper.

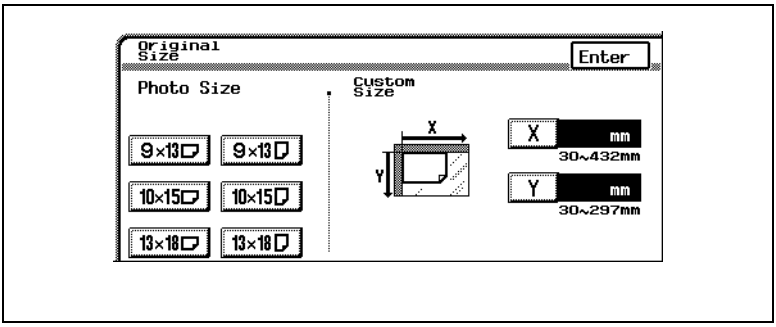
6 Normally, the document size is automatically detected. However, if you wish to specify the document size, touch [Size Input].

Select the document size, and then touch [Enter].



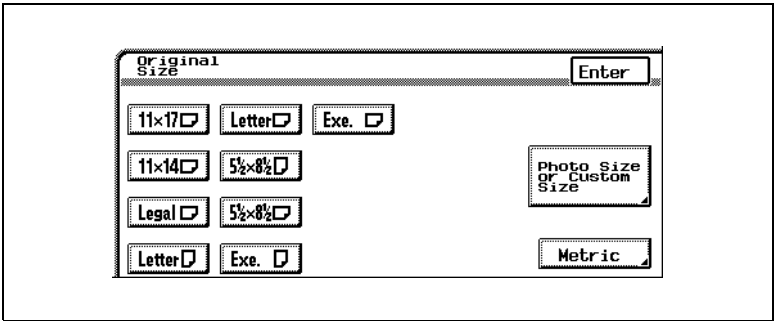
- To specify a photo size or a non-standard size, touch [Size Input], and then touch [Photo Size or Custom Size].

  Select a photo size, or touch [X] and [Y], and use the keypad to specify the size of the original, and then touch [Enter].



❍ For document sizes in inch measurements, touch [Inch].

Select the desired paper size, and then touch [Enter].



7 In the Image Adjustment screen, touch [Enter].

8 Specify any other necessary settings.

9 Press the [Start] key.

Tip

To cancel the "Image Adjust" function, touch [Cancel] in the Image Adjustment screen.

7.10 Tiling Copies (“Image Repeat” Function)

Multiple copies of the original can be printed at the desired zoom ratio to fill the page.

The zoom ratio is specified in the Basic screen. In addition, the number of times that the copy is repeated is calculated based on the Zoom and Paper settings specified in the Basic screen and the original size and repeating arrangement specified in the Image Repeat screen.

To make settings for the “Image Repeat” function

1 Position the document(s) to be copied.

- ❍ For more details, refer to “Feeding the Document” on page 5-5.

2 Select the desired Color setting.

- ❍ For more details, refer to “Selecting a Color Setting” on page 7-19.

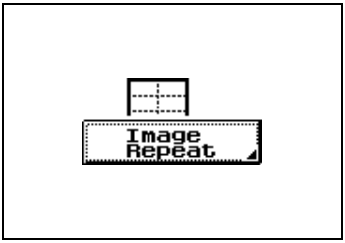
3 Specify the desired Paper and Zoom settings.

- ❍ For more details, refer to “Selecting the Paper Setting” on page 6-17 and “Specifying a Zoom Setting” on page 6-20.

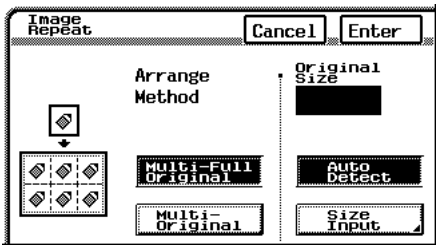
4 Touch [Auxiliary].

The Auxiliary screen appears.

5 Touch [Image Repeat].



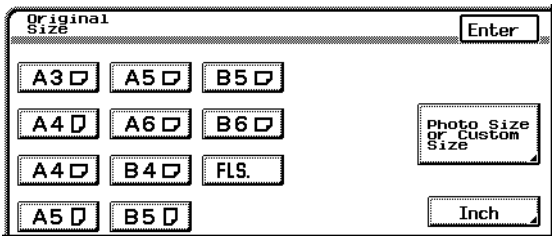
6 Select either [Multi-Full Original] or [Multi-Original].



- To reduce the image so that it fits within the allowable print area for the paper (inside the area within the margins), touch [Multi-Full Original].
- To make copies so that the paper is filled regardless of the margins, touch [Multi-Original]. In this case, the margins are reduced by the image at the edge of the paper.

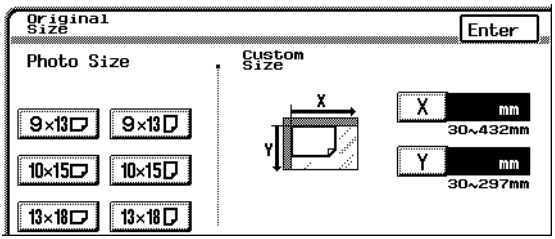
7 Normally, the document size is automatically detected. However, if you wish to specify the document size, touch [Size Input].

Select the document size, and then touch [Enter].



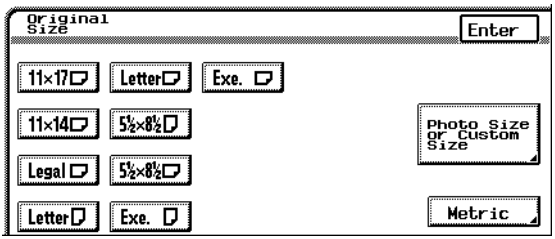
❍ To specify a photo size or a non-standard size, touch [Size Input], and then touch [Photo Size or Custom Size].

Select a photo size, or touch [X] and [Y], and use the keypad to specify the size of the original, and then touch [Enter].



❍ For document sizes in inch measurements, touch [Inch].

Select the desired paper size, and then touch [Enter].



8 In the Image Repeat screen, touch [Enter].

9 Specify any other necessary settings.

10 Press the [Start] key.

Tip

To cancel the "Image Repeat" function, touch [Cancel] in the Image Repeat screen.

7.11 Inserting Pages Between Copies of Transparencies ("OHP Interleaving" Function)

After each overhead transparency is copied, a page from a different paper source can be added to the stack of transparencies as an overleaf. In order to use this function, the overhead transparencies should be loaded into the multipurpose paper drawer (1st drawer).

Tip

We recommend that interleaf paper (inserted paper) with the same size as the overhead transparencies first be loaded into any drawer other than the multipurpose paper drawer (1st drawer) with the same orientation as the overhead transparencies.

To make settings for the "OHP Interleaving" function

1 Position the document(s) to be copied.

- For more details, refer to "Feeding the Document" on page 5-5.

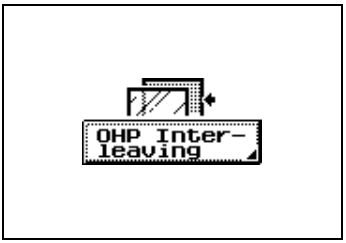
2 Select the desired Color setting.

- For more details, refer to "Selecting a Color Setting" on page 7-19.

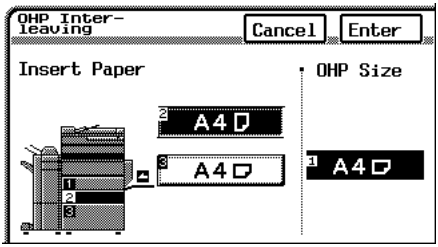
3 Touch [Auxiliary].

The Auxiliary screen appears.

4 Touch [OHP Interleaving].



5 Select the drawer loaded with the interleaves, and then touch [Enter].



6 Specify any other necessary settings.

7 Press the [Start] key.

...

Tip

To cancel the "OHP Interleaving" function, touch [Cancel] in the OHP Interleaving screen.

7.12 Storing the Scanned Image in the Memory (“Scan to Memory” Function)

This function allows the scanned image to be stored in the memory and printed only after it is deleted from the memory. This is useful, for example, when you wish to combine the job with another to print multiple jobs as one.

To set the “Scan to Memory” function

1 Position the document(s) to be copied.

- For more details, refer to “Feeding the Document” on page 5-5.

2 Select the desired Color setting.

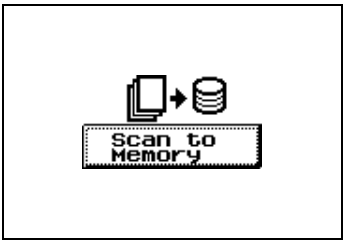
- For more details, refer to “Selecting a Color Setting” on page 7-19.

3 Touch [Auxiliary].

The Auxiliary screen appears.

4 Touch [Scan to Memory].

- To cancel the “Scan to Memory” function, touch [Scan to Memory] again.



5 Specify any other necessary settings.

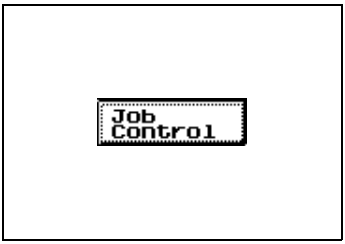
6 Press the [Start] key.

To combine scanned data saved in the memory

1 Touch [Job Control]. The Scanned Job screen appears.

2 Touch [Combine Jobs].

3 A list of jobs stored in the memory and that can be combined appears.



4 Select the job that you wish to combine other jobs with.

5 Select the other job that you wish to combine with the first job selected.

- To combine more than two jobs, repeat the above step until all jobs that you wish to combine are selected.
- Up to five jobs can be selected.

6 Touch [OK]. The selected jobs are combined into one.

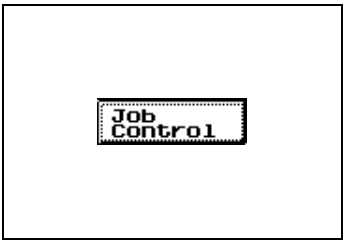
- For more details on combining jobs, refer to “Combine Jobs Screen” on page 6-57.

To delete scanned data from the memory (to print stored data)

1 Touch [Job Control]. The Scanned Job screen appears.

2 Select the job that you wish to print and delete from the memory.

3 To delete multiple jobs, continue selecting all jobs that you wish to print.



4 Touch [OK].

The Job Log screen appears.
The selected job is deleted from the list on the Scanned Job screen.
The status of the job changes from “Job Stored” to “Waiting Print”, and the job is queued for printing.

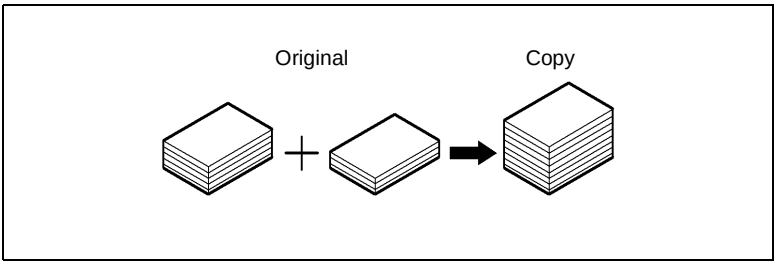
For more details on deleting scanned data from the memory, refer to “Scanned Job Screen” on page 6-51.

7.13 Scanning the Document in Separate Batches (“Separate Scan” Function)

A document can be divided and scanned in a number of batches, then be combined and treated as a single copy job.

The maximum number of document pages that can be loaded into the duplexing document feeder is 100. However, by copying using the “Separate Scan” function, a document exceeding 100 pages can be scanned and treated as a single copy job.

In addition, the loading location of the document can be switched between the original glass and the duplexing document feeder partly through the copy job.



* Document capacity: 100 sheets of plain paper (80 g/m^2) or 38 sheets of thick paper (210 g/m^2)

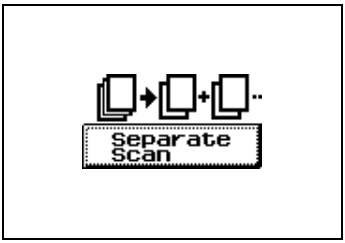
To set the “Separate Scan” function

1 Touch [Auxiliary].

The Auxiliary screen appears.

2 Touch [Separate Scan].

- To cancel the “Separate Scan” function, touch [Separate Scan] again.



3 Specify any other necessary settings.

4 Position the document(s) to be copied.

- For more details, refer to “Feeding the Document” on page 5-5.

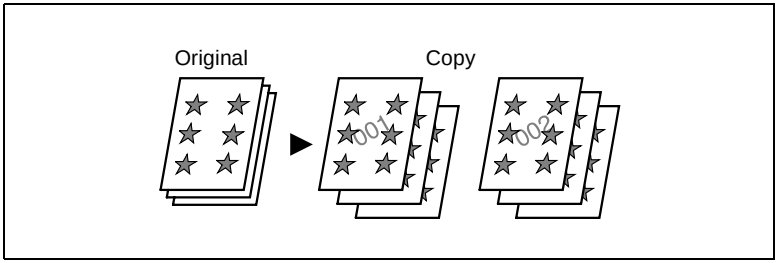
5 Press the [Start] key.

6 Repeat steps 4 and 5.

7 After all pages of the document have been scanned, touch [Finish], and then press the [Start] key.

7.14 Printing Control Numbers on Copies ("Distribution" Function)

Each copy set can be printed with a control number in the background.



...

Note

The "Distribution" function is only available if the optional hard disk drive and extended memory are installed.

To make settings for the "Distribution" function

1 Position the document(s) to be copied.

- For more details, refer to "Feeding the Document" on page 5-5.

2 Select the desired Color setting.

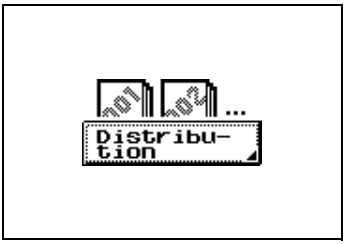
- For more details, refer to "Selecting a Color Setting" on page 7-19.

3 Touch [Auxiliary].

The Auxiliary screen appears.

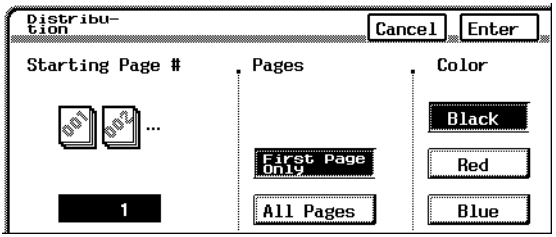
4 Touch [Distribution].

- If a control number is set, the copier automatically selects the "Sort" setting.



5 Using the keypad, enter the first control number to be printed.

- The first control number can be set between 000 and 999.



6 Select either [First Page Only] or [All Pages].

- If [First Page Only] is selected, the control number is only printed on the first page of each copy set.
- If [All Pages] is selected, the control number is only printed on all pages of each copy set.

7 Select the desired color for the control number.

8 Touch [Enter].

- If the first control number is not set, the control numbers start from 001.
- After the control numbers reach 999, they return to 000.

9 Specify any other necessary settings.

10 Press the [Start] key.

Tip

To cancel the "Distribution" function, touch [Cancel] in the Distribution screen.

7.15 Scanning Operations

If the optional printer controller is installed and a network is connected, data scanned with this copier can be attached to electronic mail (e-mail) and sent to a computer or Internet fax terminal through an intranet or the Internet. In addition, scanned data can also be uploaded to an FTP server.

Function Descriptions

E-mail transmission

- The scanned data is attached to e-mail as a TIFF-F, JPEG or PDF file, then sent to a computer or Internet fax terminal through an intranet or the Internet.

FTP transmission

- The scanned data is uploaded to an FTP server as a TIFF-F, JPEG or PDF file. In addition, if an e-mail address is specified, the specified recipient can be notified by e-mail of the FTP transmission at the same time that the data is uploaded to the FTP server.

HDD (hard disk drive) transmission

- The scanned data is saved on the HDD (hard disk drive) as a TIFF-F, JPEG or PDF file.

Internet faxing

- The scanned data is sent to a computer or Internet fax terminal though an intranet or the Internet as a TIFF-F file. In addition, an Internet fax can be received.

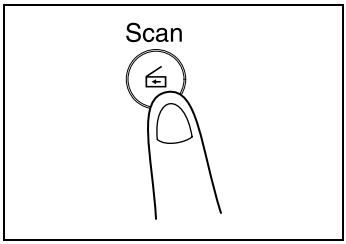
Operation Description

For more details on functions and operating procedures, refer to the manual for the printer controller.

1 Press the [Scan] key.

The Destination screen appears.

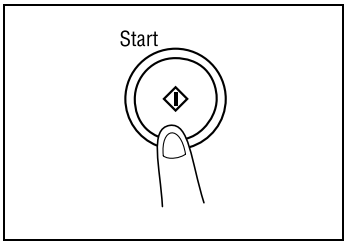
If the printer controller is not installed, the Destination screen does not appear when the [Scan] key is pressed, and the copier does not enter Scan mode.



2 Specify the appropriate settings.

3 Specify the recipient (where the scan data will be sent) and the scanning mode, and then specify any other necessary settings.

4 Press the [Start] key to start scanning and sending the data as specified.

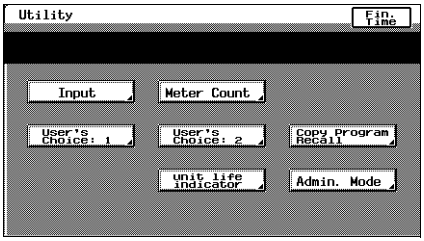


8 Utility Mode Operations

8.1 Utility Screen

The functions available on the Utility screen, displayed by pressing the [Utility] key, are described below.

If the [Utility] key is pressed, the following screen appears.



[Input] refer to p. 8-3

- "Reset Mode" function: The initial mode settings, selected after the copier is reset, can be changed.
- "Job Memory Input" function: Up to 10 copy modes can be stored as copy programs.

[Meter Count] refer to p. 8-9

- The various counters, showing the number of copies that have been made since the copier was installed, can be viewed.

[User's Choice: 1] [User's choice: 2] refer to p. 8-11

- The various functions can be set according to the user's needs.
- There are two User's Choice screens.
  - The functions that can be set while a job is printing are on the User's Choice: 1 screen, and the functions that can be set while the copier is waiting to print are on the User's Choice: 2 screen.

[Copy Program Recall] refer to p. 8-8

- The various copy programs stored with the "Job Memory Input" function, described above, can be recalled.

[Unit life indicator] refer to p. 8-38

- The level of use for the various supplies and parts can be checked.

[Admin. Mode] refer to “9 Administrator Mode Operations”

- The Administrator mode allows the use of the copier to be controlled, by allowing various functions to be set according to the use.
- The administrator access code (4-digit password) must be entered in order to set the Administrator mode functions. For details on the administrator access code, contact the technical representative.

Specifying the Input Screen Functions

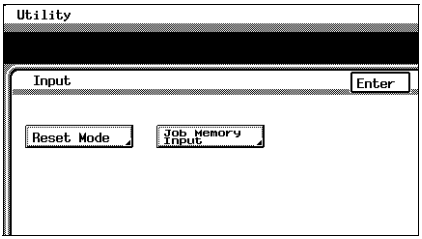
The following two functions are available on the Input screen (when [Input] is touched).

[Reset Mode] refer to page 8-4

- The initial mode settings, selected after the copier is reset, can be changed.

[Job Memory Input] refer to p. 8-6

- User-specified copy modes can be stored as copy programs.
- Up to 10 specified copy modes can be stored as copy programs. These stored copy programs can be recalled by touching [Copy Program Recall] on the Utility screen.



Specifying the Initial Mode Settings (“Reset Mode” Function)

The mode selected when the power switch is turned on (set to “I”) is called the initial mode.

The settings for the mode selected when the power switch is turned on (set to “I”) can be specified using the “Reset Mode” function.

To specify the initial mode settings

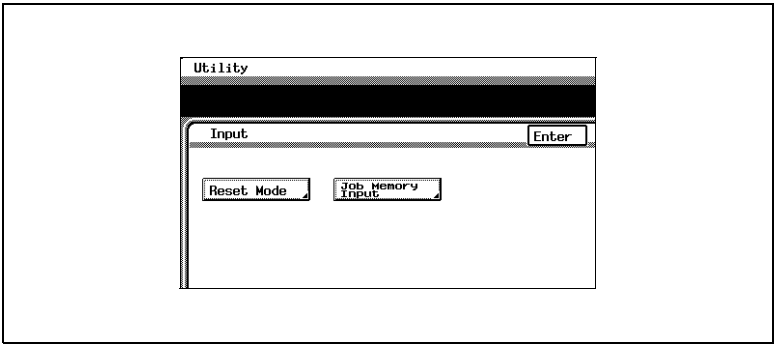
1 Select the desired Copy mode settings.

- For details on selecting Copy mode settings, refer to chapter “6 Basic Operations”.

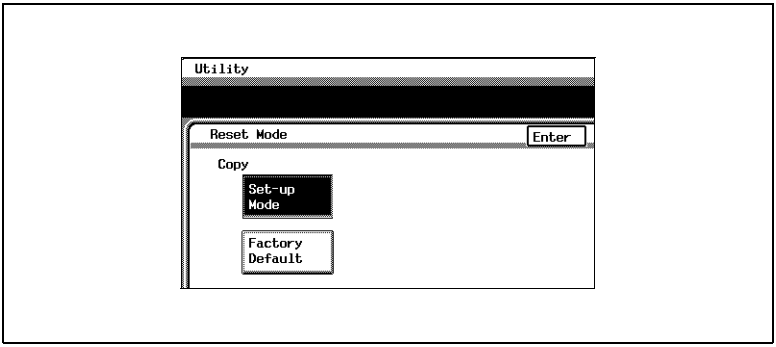
2 Press the [Utility] key.

3 Touch [Input].

4 Touch [Reset Mode].



5 Touch [Set-up Mode].



6 Touch [Enter].

- If [Set-up Mode] is selected, the current Copy mode settings are stored as the initial mode settings.

7 Touch [Enter].

8 Touch [Fin. Time].

Using Copy Programs

A user-specified copy mode can be stored as a copy program.

Each of the 10 copy programs that can be stored can be given a name (up to 9 characters long).

To store a copy program

1 Select the desired Copy mode settings.

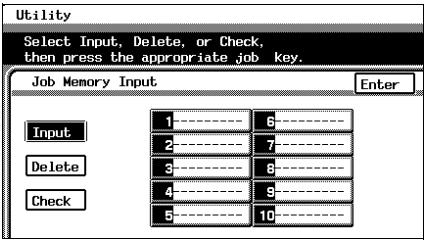
- For details on selecting Copy mode settings, refer to chapter "6 Basic Operations".

2 Press the [Utility] key.

3 Touch [Input].

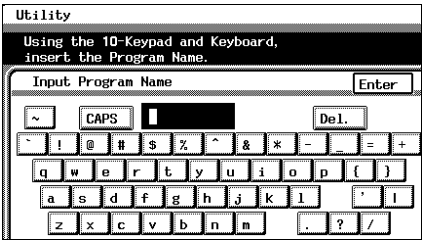
4 Touch [Job Memory Input].

5 Touch the number of the program where you wish to store the settings.



A screen appears, allowing you to enter the name of the program.

6 Touch the letters and numbers to enter a name (9 characters long) for the copy job, and then touch [Enter].


Utility
Using the 10-Keypad and Keyboard,
insert the Program Name.
Input Program Name
Enter
~
CAPS
Del.
` ! @ # $ % ^ & * - _ = +
q w e r t y u i o p { }
a s d f g h j k l ' |
z x c v b n m . ? /

- To delete a copy program
  Touch [Delete], and then touch the number of the program that you wish to delete. When the number of the program is selected, the program is deleted.
- To check the specified settings of a program
  Touch [Check], and then touch the number of the program that you wish to check. The specified Copy mode settings are displayed. To return to the Job Memory Input screen, touch [Enter].

7 Touch [Enter], and then touch [Enter] again in the screen that appears.

8 Touch [Fin. Time].

The Basic screen appears again.

To recall a stored copy program and use it to make copies

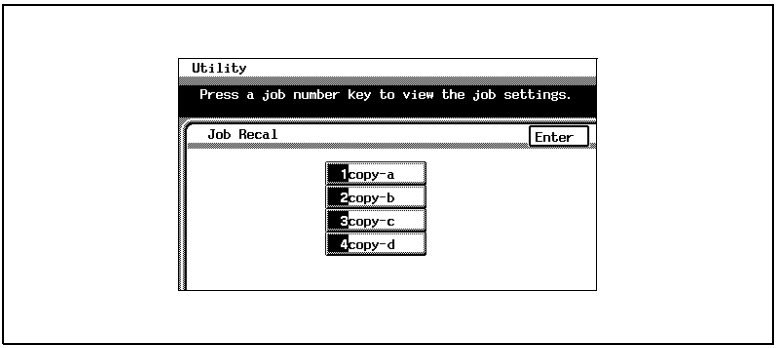
The stored copy programs can be recalled to be used again, as necessary.

Recall the copy programs by touching [Copy Program Recall] on the Utility screen.

1 Press the [Utility] key.

2 Touch [Copy Program Recall].

3 Touch the number of the program that you wish to recall.



The copy program settings appear.

4 Check that the copy program settings that appear are the ones that you wish to use, and then touch [Enter]. The Copy mode settings change to the ones that are recalled.

If the displayed copy program settings are not the ones that you wish to use, touch [Menu].
The Job Recall screen appears again. Touch the correct number of the program that you wish to recall.

5 Press the [Start] key. The copy job is queued for printing with the recalled Copy mode settings.

8.2 Viewing Counters (“Meter Count” Function)

The counters, showing the number of the various types of copies that have been made since the copier was installed, can be viewed.

The following counts can be viewed.

Total counters

- Total: Total number of copies and printouts
- Size: Total number of copies and printouts on paper specified as large-size paper
- Duplex Copy: Total number of double-sided copies
- Duplex Print: Total number of double-sided printouts
- Scan: Total number of scans

Black counters

- Copy Total: Total number of black-and-white copies
- Copy Size: Total number of black-and-white copies on paper specified as large-size paper
- Printer Total: Total number of black-and-white printouts
- Printer Size: Total number of black-and-white printouts on paper specified as large-size paper
- Copy+Printer: Total number of black-and-white copies and printouts

Full Color counters

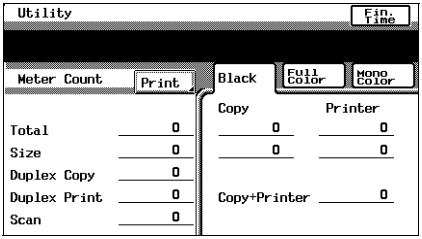
- Copy Total: Total number of full-color copies
- Copy Size: Total number of full-color copies on paper specified as large-size paper
- Printer Total: Total number of full-color printouts
- Printer Size: Total number of full-color printouts on paper specified as large-size paper
- Copy+Printer: Total number of full-color copies and printouts

Mono Color counters

- Copy Total: Total number of monotone copies
- Copy Size: Total number of monotone copies on paper specified as large-size paper

1 Press the [Utility] key.

2 Touch [Meter Count].



3 Select the desired color mode. The counters are displayed.

4 To print the list of counters, touch [Print]. The list of counters is printed.

*The lists are only printed in English.

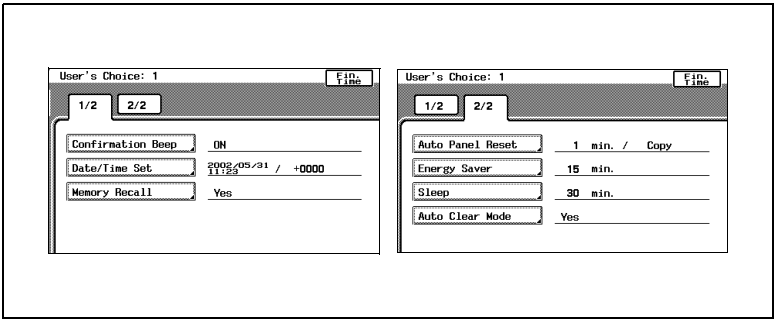
5 Touch [Cancel].

6 Touch [Fin. Time].

8.3 Specifying Default Settings ("User's Choice" Functions)

With the User's Choice function, the initial mode settings can be customized according to how the copier is to be used.

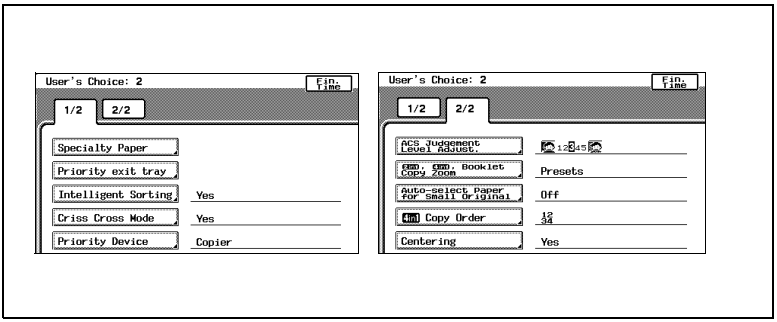
User's Choice: 1 Screen



Default Settings:

- [Confirmation Beep] refer to p. 8-13
  This function is used to specify whether or not a confirmation beep is sounded each time a key in the operation panel is pressed.
- [Date/Time Set] refer to p. 8-14
  This function is used to set the current date and time.
- [Memory Recall] refer to p. 8-16
  This function is used to set the memory recall feature, which allows settings from past copy jobs to be recalled.
- [Auto Panel Reset] refer to p. 8-17
  This function is used to specify the length of time after the last operation until all functions return to their default settings.
- [Energy Saver] refer to p. 8-19
  This function is used to specify the length of time after the last operation until the copier automatically enters Energy Saver mode.
- [Sleep] refer to p. 8-21
  This function is used to specify the length of time after the last operation until the copier automatically enters Sleep mode.
- [Auto Clear Mode] refer to p. 8-23
  This function is used to specify whether all modes and functions are automatically reset when the magnetic card is removed from the data controller or the key counter is removed.

User's Choice: 2 Screen



Default Settings:

- [Speciality Paper] refer to p. 8-24
  This function is used to specify the special paper settings for each paper drawer.
- [Priority exit tray] refer to p. 8-27
  This function is used to set the priority order of the paper output trays.
- [Intelligent Sorting] refer to p. 8-29
  This function is used to specify whether the "Sort" setting is automatically selected if the document consists of 2 or more pages.
- [Criss Cross Mode] refer to p. 8-30
  This function is used to set whether or not copies will be sorted in a crisscross pattern if the necessary conditions are met while using the "Sort" or "Group" settings.
- [Priority Device] refer to p. 8-31)
  This function is used to specify the print timing for print jobs that have been received.
- [ACS Judgement Level Adjustment] refer to p. 8-32
  This function is used to adjust the level for detecting whether a document will be copied in color or in black and white.
- [2in1, 4in1, Booklet, Copy Zoom] refer to p. 8-33
  This function is used to specify the zoom ratios for 2in1 and 4in1 copying, and booklet binding.
- [Auto-select Paper for Small Original] refer to p. 8-34
  This function is used to specify how small-sized documents are printed using the "Auto Paper" setting.
- [4in1 Copy Order] refer to p. 8-36
  This function is used to specify the page order for 4in1 copying.
- [Centering] refer to p. 8-37)
  This function is used to specify whether or not the image is centered when the document is smaller than the paper.

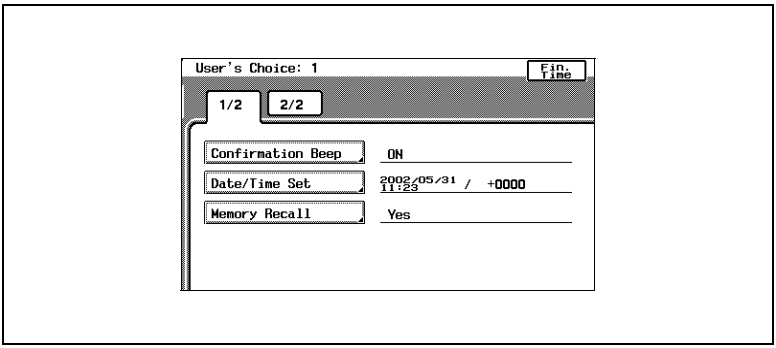
To set the “Confirmation Beep” function

This function is used to specify whether or not a confirmation beep is sounded each time a key in the operation panel is pressed. (The default setting is [ON].)

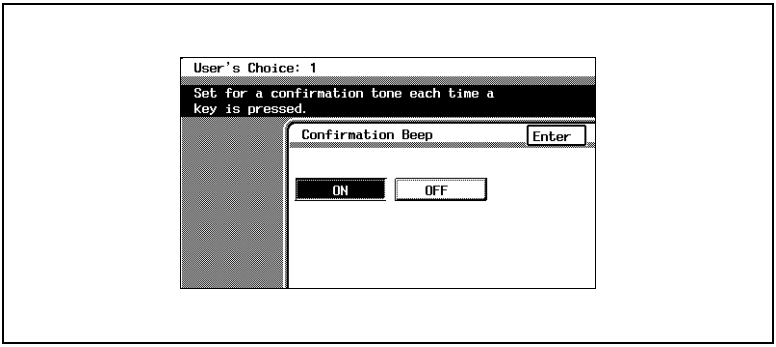
1 Press the [Utility] key.

2 Touch [User’s Choice: 1].

3 Touch [Confirmation Beep].



4 Select the desired setting.



5 Touch [Enter].

6 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

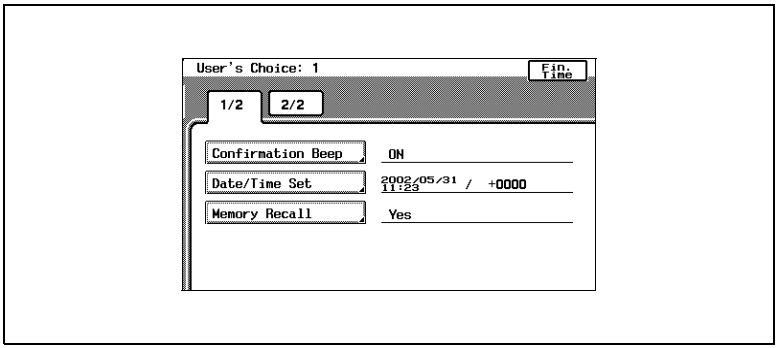
To set the “Date/Time Set” function

This function is used to set the current date and time. In addition, the time zone can be set between -1200 and +1200 (in 30 minute intervals). (The default setting is [+0000].)

1 Press the [Utility] key.

2 Touch [User’s Choice: 1].

3 Touch [Date/Time Set].



4 Touch [Year].

5 Press the [C] (clear) key.

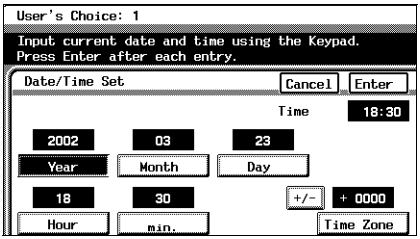
The current setting is erased.

6 Using the keypad, enter the year for the current date.

7 Specify the settings for [Month], [Day], [Hour], [min.] and [Time Zone] in the same way.
Touch [Time Zone] first before touching [+/-] to specify the time zone.

The time zone setting is the time difference from Greenwich Mean Time.

8 Touch [Enter].



The clock begins ticking.

9 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

To set the “Memory Recall” function

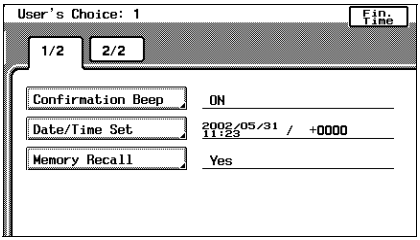
Memory recall function (The default setting is [Yes].)

- ✔ This feature allows past copy jobs to be recalled and printed again.
- ✔ Up to 49 past copy jobs are saved.
- ✔ If the number of copy jobs exceeds 49 or the memory becomes full, jobs are deleted, starting from the oldest.
- ✔ Deleted jobs cannot be recalled. For details on recalling past copy jobs, refer to “Feeding the Document” on page 5-5.

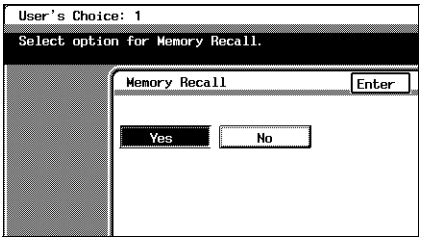
1 Press the [Utility] key.

2 Touch [User’s Choice: 1].

3 Touch [Memory Recall].



4 Select the desired setting.



5 Touch [Enter].

6 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

To set the “Auto Panel Reset” function

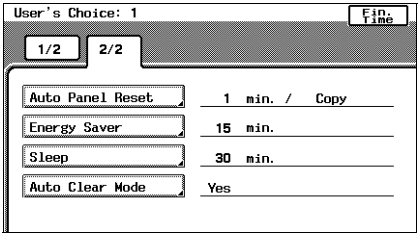
This function is used to specify the length of time after the last operation until all functions automatically return to their default settings. In addition, you can specify the mode that is selected when the functions return to their default settings. (The default setting is [1 min. / Copy].)

For details on the automatic panel reset, refer to “Feeding the Document” on page 5-5.

1 Press the [Utility] key.

2 Touch [User’s Choice: 1].

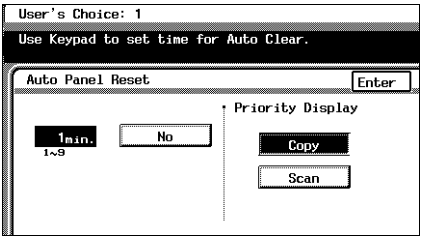
3 Touch [2/2].



4 Touch [Auto Panel Reset].

5 Press the [C] (clear) key. The current setting is erased.

6 Using the keypad, enter the desired length of time (between 1 and 9 minutes).



- If you do not wish for the copier to automatically reset its modes and functions, touch [No].

7 Select the desired priority mode.

- [Scan] is only available if the optional printer controller is installed.
- If the printer controller is not installed when [Scan] Key is selected, the copier resets to the Copy mode.

8 Touch [Enter].

9 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

To set the “Energy Saver” function

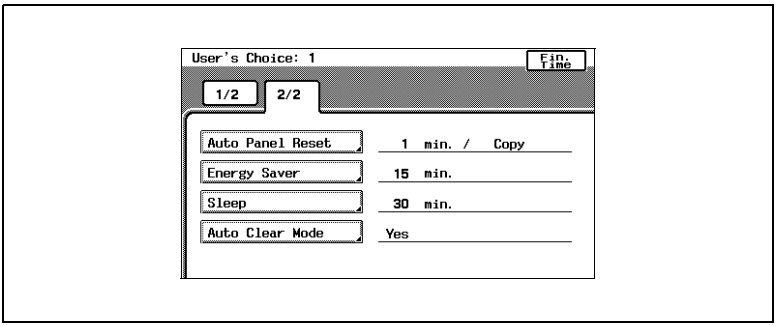
This function is used to specify the length of time after the last operation until the copier automatically enters Energy Saver mode. (The default setting is [15 min.] for entering Energy Saver mode.)

For details on the Energy Saver mode, refer to “Feeding the Document” on page 5-5.

1 Press the [Utility] key.

2 Touch [User’s Choice: 1].

3 Touch [2/2].

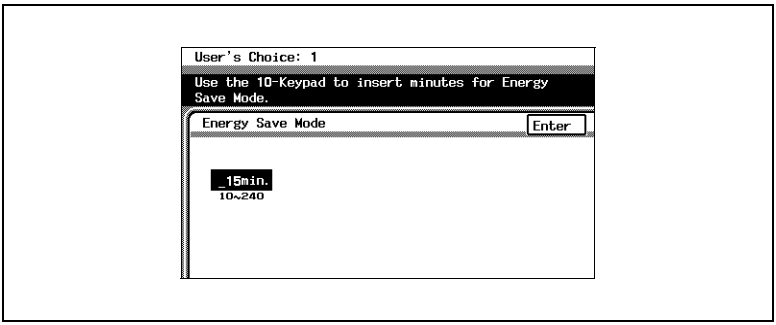


4 Touch [Energy Saver].

5 Press the [C] (clear) key.

The current setting is erased.

6 Using the keypad, enter the desired length of time (between 10 and 240 minutes).



7 Touch [Enter].

8 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

To set the “Sleep” function

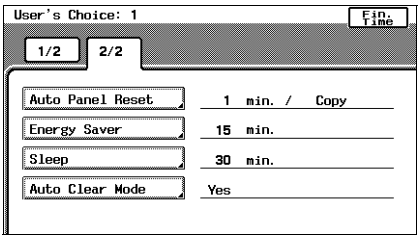
This function is used to specify the length of time after the last operation until the copier automatically enters Sleep mode. The copier only enters Sleep mode if the “Disable Sleep Mode” function of the Administrator mode is set to “No”. (The default setting is “30 min”.)

For details on the Sleep mode, refer to “Feeding the Document” on page 5-5.

1 Press the [Utility] key.

2 Touch [User’s Choice: 1].

3 Touch [2/2].

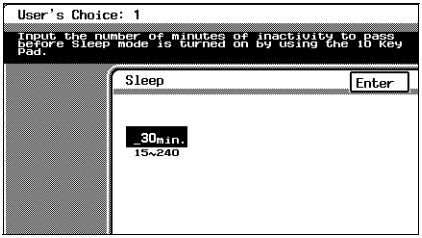


4 Touch [Sleep].

5 Press the [C] (clear) key.

The current setting is erased.

6 Using the keypad, enter the desired length of time (between 15 and 240 minutes).


User's Choice: 1
Input the number of minutes of inactivity to pass before Sleep mode is turned on by using the 10 Key Pad.
Sleep
Enter
30min.
15~240

7 Touch [Enter].

8 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

To set the “Auto Clear Mode” function

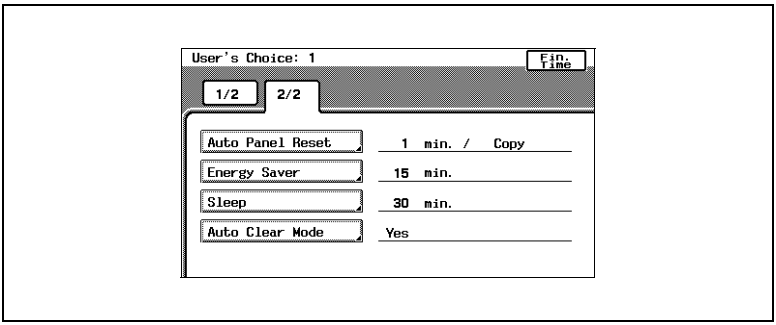
This function is used to specify whether or not the copier clears all settings when it detects that the user of the copier has changed, for example, when the magnetic card has been removed from the optional data controller or when the key counter has been removed. (The default setting is [Yes].)

For details on clearing all settings when a new user is detected, refer to “Feeding the Document” on page 5-5.

1 Press the [Utility] key.

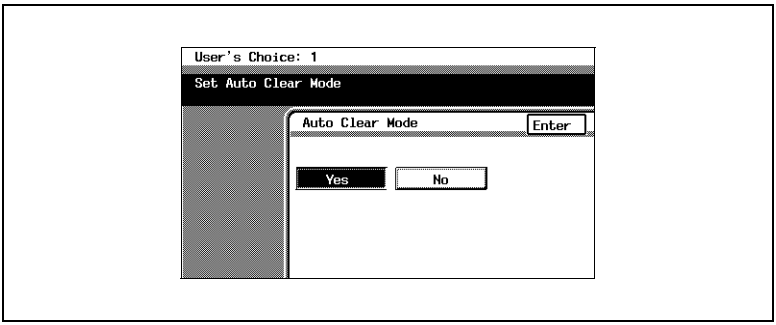
2 Touch [User’s Choice: 1].

3 Touch [2/2].



4 Touch [Auto Clear Mode].

5 Select the desired setting.



6 Touch [Enter].

7 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

“Specialty Paper” Settings

This function is used to specify that the paper loaded into any paper drawer is special paper. (The default setting is [Standard].)

If the drawer is set to “Specialty”, the paper is not automatically selected with Paper setting “Auto Paper” or with double-sided copying.

To print on special paper, select the paper drawer loaded with special paper.

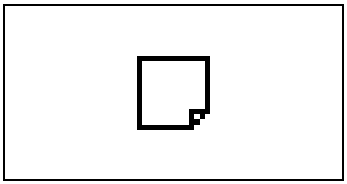
When printing regardless of the paper type, paper in a drawer set to “Standard” is selected with Paper setting “Auto Paper”.

When printing regardless of the paper type, paper set to “Standard” is selected with the automatic selection functions.

Only with special printing is the “Specialty” paper setting selected for making copies.

“Standard” setting

- Select this setting if plain paper is loaded. This is the default setting.
- Paper with this setting can be automatically selected with the paper setting “Auto Paper” and Zoom setting “Auto Size”.

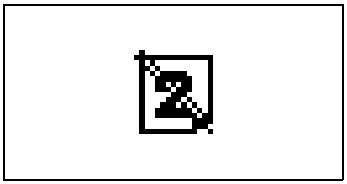


“High Quality Paper” setting

- Select this setting when using High Quality paper.
- Paper with this setting is not automatically selected with the Paper setting “Auto Paper”.

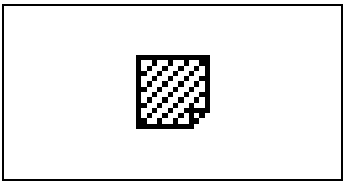
“Single Sided Only” setting

- Select this setting for paper that should not be used with double-sided copying (for example, when one side has already been printed on).
- Paper with this setting is not automatically selected during automatic double-sided copying.



“Specialty” setting

- Select this setting for paper, other than “High Quality Paper” or “Single Sided Only” paper, that should not be selected automatically.
- Paper with this setting is not automatically selected with the Paper setting “Auto Paper”.

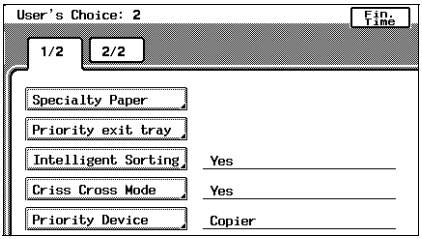


To set the “Specialty Paper” function

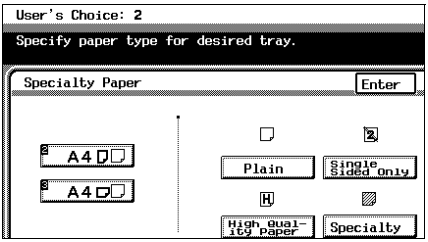
1 Press the [Utility] key.

2 Touch [User’s Choice: 2].

3 Touch [Specialty Paper].



4 Select the paper drawer that you wish to set.



5 Select the desired paper setting.

6 Touch [Enter].

7 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

Specifying the Output Tray Priority

The “Priority exit tray” function is used to specify the output tray that is given priority for each application.

This function can be set only if the finisher (FN-116) is installed.
(The default settings are tray “2” for copying and printing, and tray “3” for Internet faxing.)

Applications

The applications referred to here are copying, PC printing and Internet fax printing (Internet faxing).

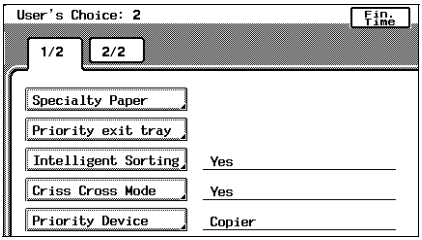
PC printing and Internet fax printing can only be used if the optional printer controller is installed.

To set the “Priority exit tray” function

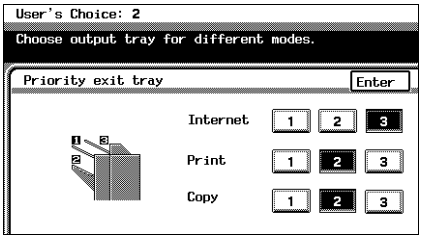
1 Press the [Utility] key.

2 Touch [User’s Choice: 2].

3 Touch [Priority exit tray].



4 Select the output tray that you wish to assign to each application.



5 Touch [Enter].

6 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

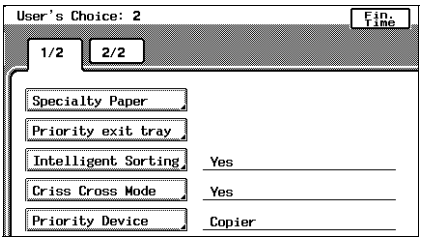
To set the “Intelligent Sorting” function

This function is used to specify if the “Sort” setting or the “Non-Sort” setting is selected automatically for documents loaded into the duplexing document feeder. By setting this function to “Yes”, the “Non-Sort” setting will automatically be selected if a document consisting of only one page is loaded into the duplexing document feeder, and the “Sort” setting will automatically be selected if a document consisting of two or more pages is placed in the duplexing document feeder. (The default setting is [Yes].)

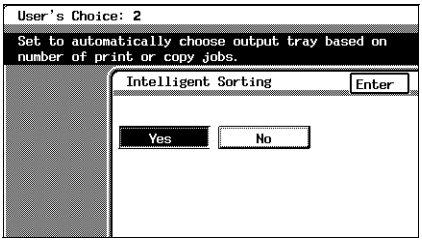
1 Press the [Utility] key.

2 Touch [User’s Choice: 2].

3 Touch [Intelligent Sorting].



4 Select the desired setting.



5 Touch [Enter].

6 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

To set the “Criss Cross Mode” function

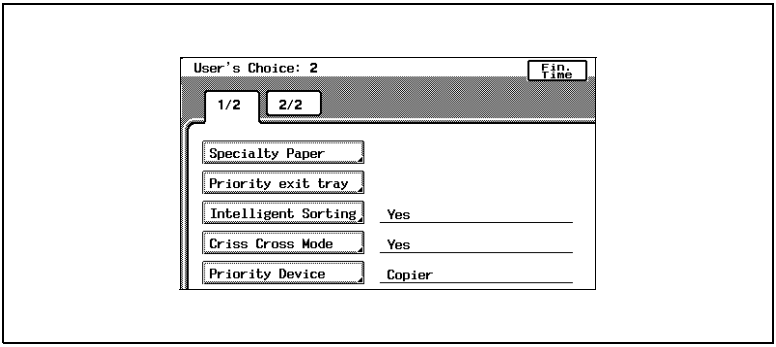
This function is used to specify how copies are sorted when the “Sort” setting is selected. (The default setting is [Yes].)

For details on crisscross sorting, refer to “Feeding the Document” on page 5-5.

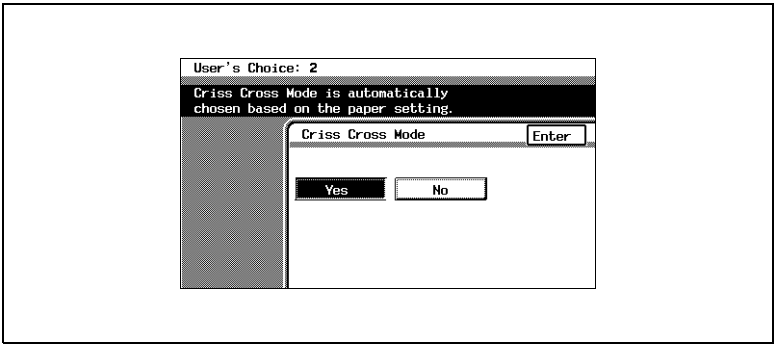
1 Press the [Utility] key.

2 Touch [User’s Choice: 2].

3 Touch [Criss Cross Mode].



4 Select the desired setting.



5 Touch [Enter].

6 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

To set the “Priority Device” function

This function is used to specify the print timing for a print job that is received. Copy jobs and Internet fax print jobs are normally printed as a set. (The default setting is [Copier].)

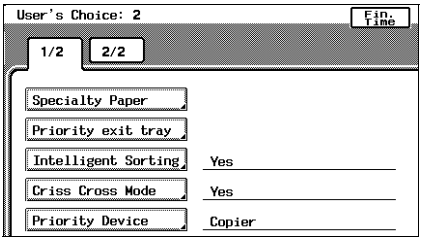
Copier setting:
Print jobs are queued as a job when the data for all pages are received.

Printer setting:
Print jobs are queued as a job when the data for the first page is received.

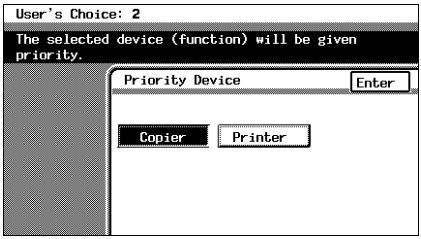
1 Press the [Utility] key.

2 Touch [User’s Choice: 2].

3 Touch [Priority Device].



4 Select the desired setting.



5 Touch [Enter].

6 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

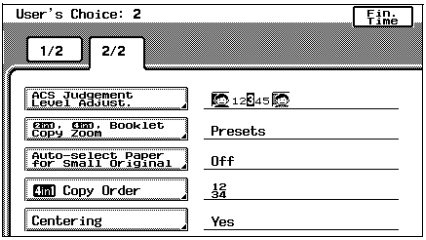
To set the “ACS Judgement Level Adjust.” function

This function is used to adjust the level for detecting a color or black-and-white document with the Color setting “Auto Color”. The detection level can be adjusted to one of 5 settings. (The default setting is [3 (Std.)].)

1 Press the [Utility] key.

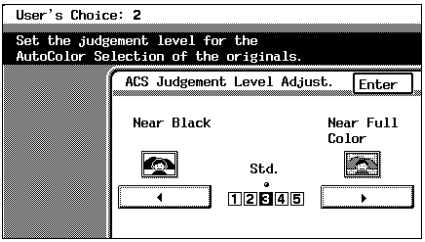
2 Touch [User’s Choice: 2].

3 Touch [2/2].



4 Touch [ACS Judgement Level Adjust.].

5 Touch arrow keys to specify the desired detection level.



6 Touch [Enter].

7 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

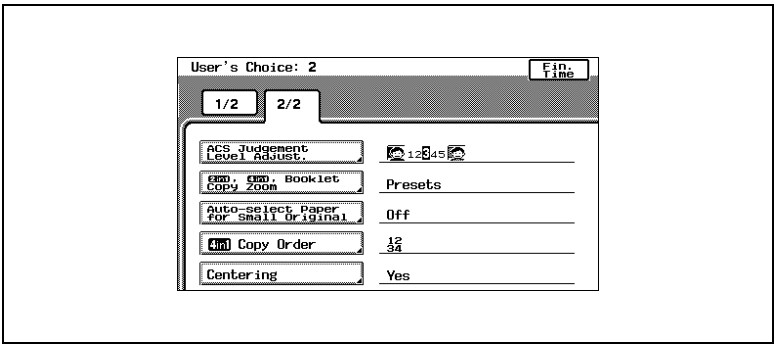
To set the “2in1, 4in1, Booklet Copy Zoom” function

This function is used to specify the zoom ratio for 2in1 copying, 4in1 copying and booklet binding. If this function is set, the specified zoom ratio is automatically applied when any of these Copy settings are selected. (The default setting is [Presets].)

1 Press the [Utility] key.

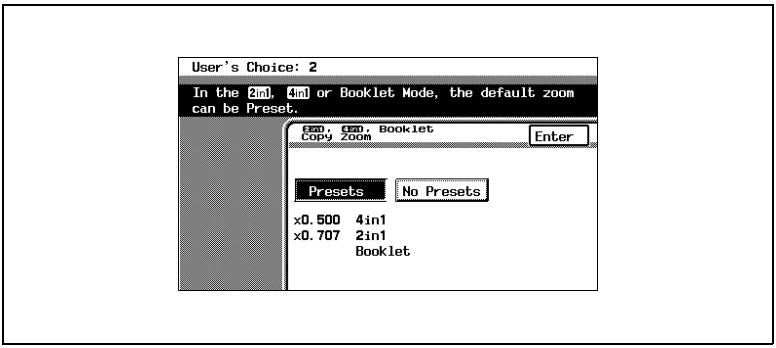
2 Touch [User’s Choice: 2].

3 Touch [2/2].



4 Touch [2in1, 4in1, Booklet Copy Zoom].

5 Select the desired setting.



6 Touch [Enter].

7 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

To set the "Auto-select Paper for Small Original" function

This function is used to select whether or not to print documents with a size that is too small and cannot be automatically detected. (The default settings are "OFF" and the 1st drawer.)

If this function is set to "ON", copies will be made even under the conditions described above. In this case, since the document size cannot be detected and the paper cannot be automatically selected, the paper (source) must be selected.

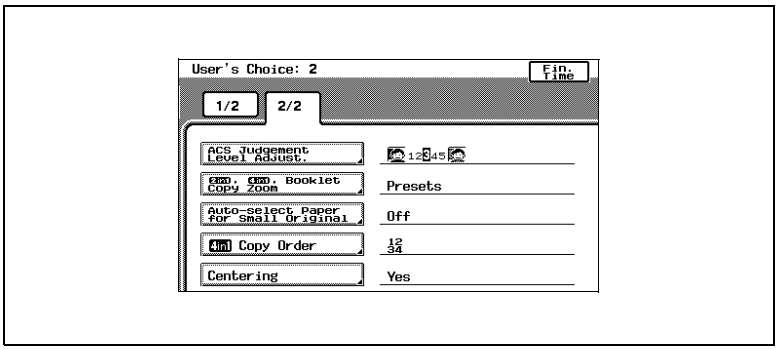
If this function is set to "Off", copies cannot be made under either of the following conditions.

- ✔ When the [Start] key is pressed with the Paper setting "Auto Paper" selected, but the size of the document is too small to be detected and the paper cannot be selected
- ✔ When the [Start] key is pressed with the Paper setting "Auto Paper" selected, but no document has been loaded

1 Press the [Utility] key.

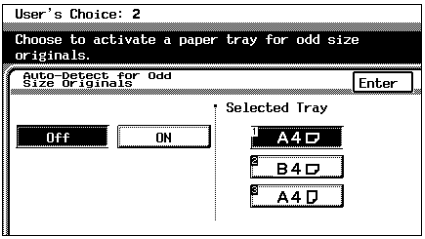
2 Touch [User's Choice: 2].

3 Touch [2/2].



4 Touch [Auto-select Paper for Small Original].

5 Select the desired setting.



6 If “ON” was selected, select a paper drawer.

7 Touch [Enter].

8 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

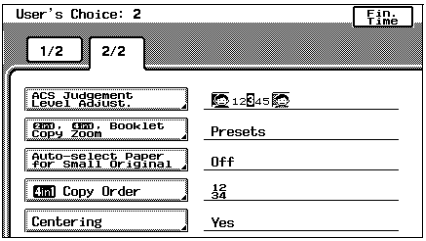
To set the “4in1 Copy Order” function

This function is used to specify the copy order during 4in1 copying. (The default setting is [1 2 / 3 4].)

1 Press the [Utility] key.

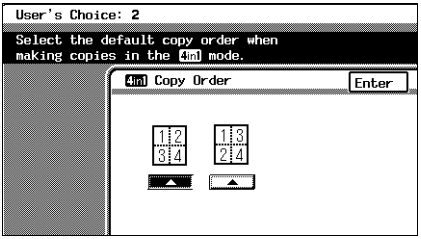
2 Touch [User’s Choice: 2].

3 Touch [2/2].



4 Touch [4in1 Copy Order].

5 Select the desired setting.



6 Touch [Enter].

7 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

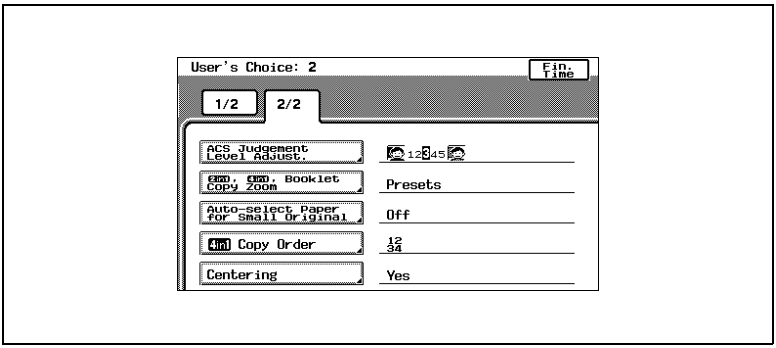
To set the “Centering” function

This function is used to specify the printing position of the image when the document is smaller than the paper. (The default setting is [Yes].)

1 Press the [Utility] key.

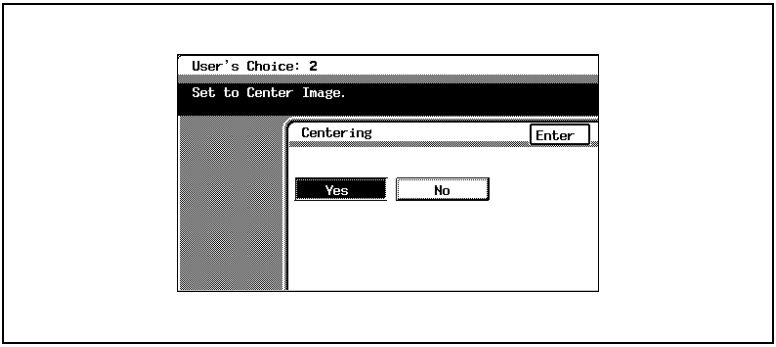
2 Touch [User’s Choice: 2].

3 Touch [2/2].



4 Touch [Centering].

5 Select the desired setting.



6 Touch [Enter].

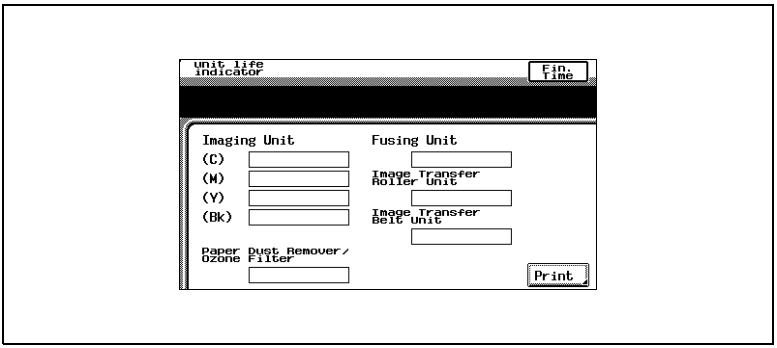
7 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

8.4 Viewing Part Maintenance Levels ("Unit life indicator" Function)

The level of use for the various supplies and parts can be checked.

1 Press the [Utility] key.

2 Touch [Unit life indicator].



3 Graphs showing the maintenance levels for the various parts and supplies are displayed.

4 To print the maintenance levels for the copier, touch [Print], and then press the [Start] key.

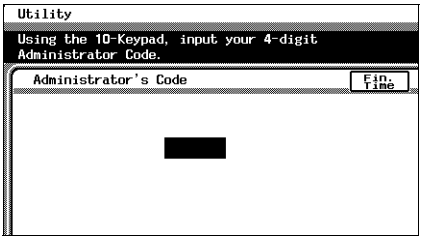
The list of maintenance levels are printed.
*The list is only printed in English.

5 Touch [Cancel].

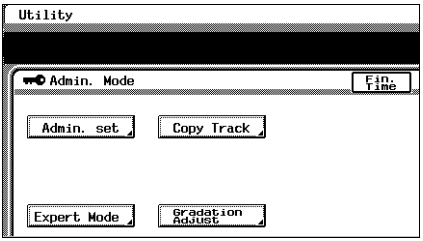
6 Touch [Fin. Time].

9 Administrator Mode Operations

The Administrator mode allows the use of the copier to be controlled. When this mode is selected, a screen appears, indicating that the administrator access code must be entered.



When the administrator access code is entered, the following screen appears.



Administrator Mode Operations:

- [Admin. set] refer to p. 9-3
  These functions allow you to specify the amount of the top edge of the image that is erased, the Shut off mode, the size of A3 wide paper and the language.
- [Copy Track] refer to p. 9-8
  These functions allow you to restrict the number of copies possible for each account.
- [Expert Mode] refer to p. 9-22
  In the Expert mode, you can make various expert adjustments, such as color shift corrections and print area adjustments.

- [Graduation Adjust] refer to p. 9-37
  This function is used to adjust the gradation levels of images.

9.1 Specifiying Administrator settings

To set the “Top Erase” function

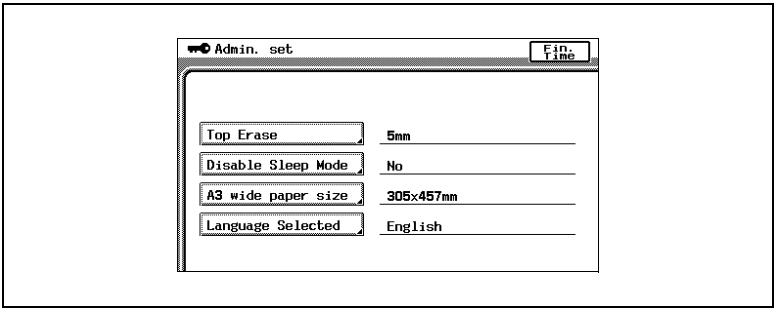
This function is used to set the amount of loss at the edge of the original. This amount is erased during printing. (The default setting is [5 mm].)

1 Press the [Utility] key.

2 Touch [Admin. Mode].

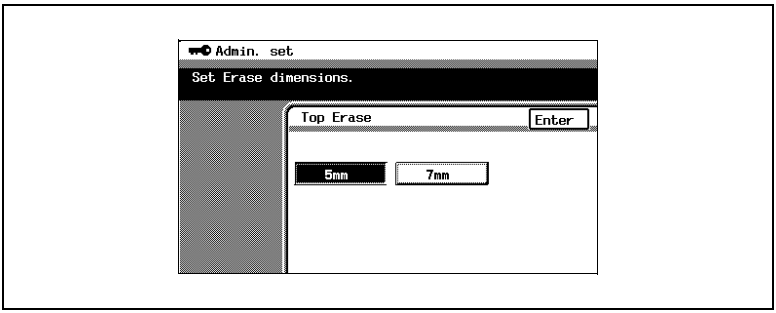
3 Using the keypad, enter the administrator access code.

4 Touch [Admin. set].



5 Touch [Top Erase].

6 Select the desired setting.



7 Touch [Enter].

8 Touch [Fin. Time] again in the next three screens that appear.

To set the “Disable Sleep Mode” function

This function is used to disable the Sleep mode. (The default setting is [No].)

Setting this function to “Yes” allows you to disable the Sleep mode completely using the “Sleep” function available through the User’s Choice: 1 screen.

For details on the Sleep mode, refer to “Feeding the Document” on page 5-5.

For more details on setting the “Sleep” function, refer to “To set the “Sleep” function” on page 8-21.

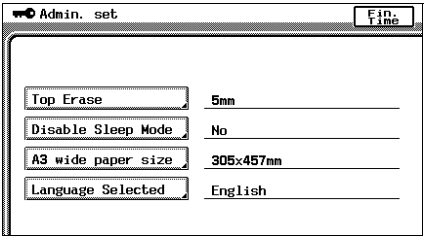
1 Press the [Utility] key.

2 Touch [Admin. Mode].

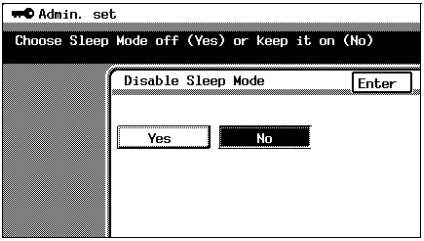
3 Using the keypad, enter the administrator access code.

4 Touch [Admin. set].

5 Touch [Disable Sleep Mode].



6 Touch [Yes].



7 Touch [Enter].

8 Touch [Fin. Time] again in the next three screens that appear.

To set the “A3 wide paper selection” function

This function is used to set the paper size for A3 Wide-sized paper. (The default setting is [311 mm × 457 mm].)

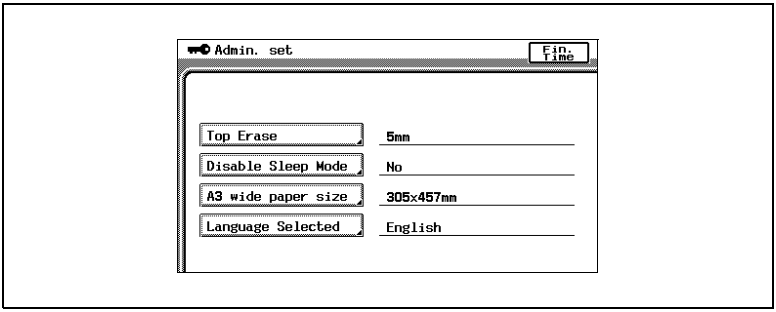
1 Press the [Utility] key.

2 Touch [Admin. Mode].

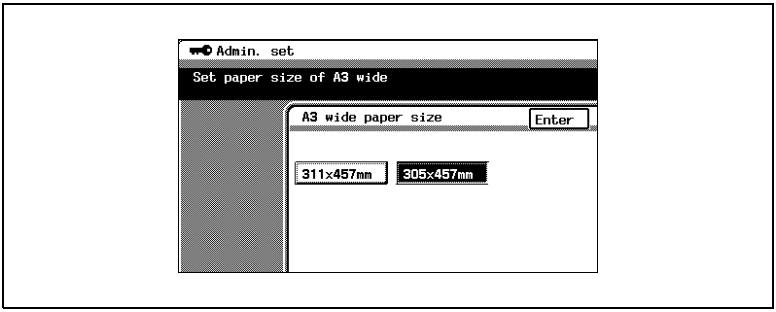
3 Using the keypad, enter the administrator access code.

4 Touch [Admin. set].

5 Touch [A3 wide paper size].



6 Select the desired setting.



7 Touch [Enter].

8 Touch [Fin. Time] again in the next three screens that appear.

To set the “Language Selected” function

This function is used to change the display language for the touch panel. (The default setting is [English].)

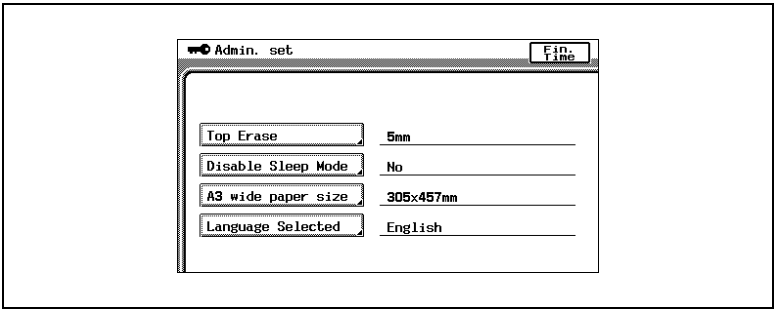
1 Press the [Utility] key.

2 Touch [Admin. Mode].

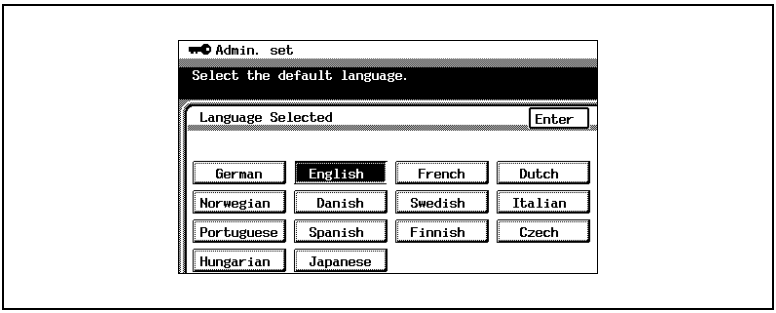
3 Using the keypad, enter the administrator access code.

4 Touch [Admin. set].

5 Touch [Language Selected].



6 Select the desired language.



7 Touch [Enter].

8 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

9.2 Supervising Copier Use (Copy Track Functions)

Setting the Copy Track Functions

These functions are used to control the permissions and the number of copies that can be printed for the account of each user.

The number of copies can be controlled for 99 accounts.

This function is convenient if the copier is used by many people.

If “Copy Track Mode” is set to “Yes”, only users with an access code for a particular account can use the copier; people without an access code cannot use the copier. In addition, permissions for use can be specified for each account.

The following four Copy Track parameters are available.

- “Total Count” parameter: Counts the total number of copies and printouts
- “Copy Limit” parameter: Limits the number of copies or printouts that can be made; when the limit is reached, no more copies or printouts can be made.
  - Even if a limit is specified, the number of copies and printouts are not limited if “Yes” is not selected for the “Max. # of Prints” parameter on the Copy Track Set screen.
- “Size” parameter: Counts the total number of copies and printouts on paper specified as large-size paper
- “2” parameter: Counts the total number of double-sided copies and printouts

Each of the four parameters listed above can apply to each of the following color modes.

- Total Count: All color modes
- Black: Color setting “Black”
- Full Color: Color setting “Full Color” copy mode
- Mono Color: “Monotone” function

Each of the color modes listed above can apply to each print type listed below.

- Copy + Print
- Copy
- Print

Counters

Print Type	Color Mode	Parameter
Copy + Print	Total Count	Total Count
		Copy Limit
		Size
		2
	Black	Total Count
		Copy Limit
		Size
	Full Color	Total Count
		Size
		Color Limit
	Mono Color	Total Count
		Size
		Color Limit
Copy	Total Count	Total Count
		Size
		2
	Black	Total Count
		Size
	Full Color	Total Count
		Size
	Mono Color	Total Count
		Size
Print	Total Count	Total Count
		Size
		2
	Black	Total Count
		Size
	Full Color	Total Count
		Size

Specifying Account Settings

Permissions and limits for each account can be specified.

Permissions

The permissions in each copy mode for each account can be specified.

- For example, if the “admit to output” prameter for account 001 is set to “Prohibit” for “Color”, the user of account 001 cannot use the Color setting “Full Color” or the “Monotone” function.
- If the “admit to output” parameter is set to “Prohibit” for both “Black” and “Color”, the user cannot print any jobs.

Limits

The maximum number of copies or printouts that can be made by each account can be specified.

- If the “Max. # of Prints” parameter is not set to “Yes”, use of the copier will not be affected when the number of copies reaches the specified limit.

To set the “Copy Track Mode” parameter

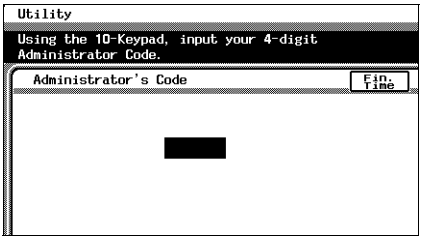
If the “Copy Track Mode” setting is changed (to either “Yes” or “No”), all “Copy Track Data” counters are erased.

If you wish to keep a record of the “Copy Track Data” counters, print them out before changing the “Copy Track Mode” setting.

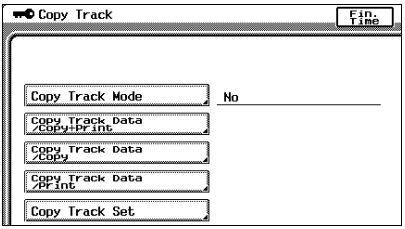
1 Press the [Utility] key.

2 Touch [Admin. Mode].

3 Using the keypad, enter the four-digit administrator access code.

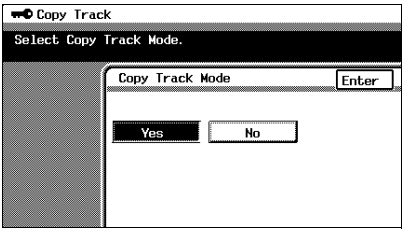


4 Touch [Copy Track].



5 Touch [Copy Track Mode].

6 Touch [Yes], and then touch [Enter].

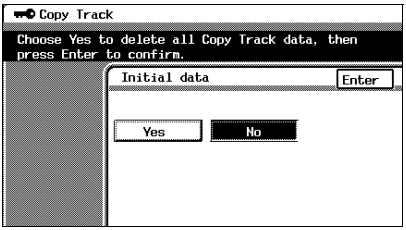


The “Copy Track” mode parameter is set.

7 To cancel the “Copy Track” function, touch [No], and then touch [Enter].

The Initial Data screen appears.

8 To cancel the Copy Track mode, touch [Yes], and then touch [Enter].



The “Copy Track Data” counters are initialized, and then the “Copy Track” function is canceled.

In order to cancel the “Copy Track” function, the Copy Track mode counters must be initialized.

The Copy Track mode cannot be canceled without the “Copy Track Data” counters being initialized.

9 If you do not wish to initialize the “Copy Track Data” counters, touch [No], and then touch [Enter].

The Copy Track mode is not canceled, and the “Copy Track Data” counters are not initialized.

To print a “Copy Track Data” counter

If “Yes” is not selected for the “Copy Track Mode” parameter, no “Copy Track Data” counter can be selected.

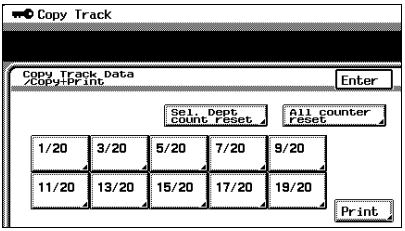
1 Press the [Utility] key.

2 Touch [Admin. Mode].

3 Using the keypad, enter the four-digit administrator access code.

4 Touch [Copy Track].

5 Select the desired “Copy Track Data” counter.



The selected “Copy Track Data” screen appears.

6 Touch [Print].

7 Load A4-size paper crosswise into the 1st drawer, and then press the [Start] key.

The icon indicating that data is being sent appears.

8 The print job is queued for printing.

The “Copy Track Data” counter is printed.

9 Touch [Cancel], and then touch [Enter].

10 Touch [Enter]. The Copy Track screen appears again.

To initialize a “Copy Track Mode” counter

If “Yes” is not selected for the “Copy Track Mode” parameter, no “Copy Track Data” counter can be selected.

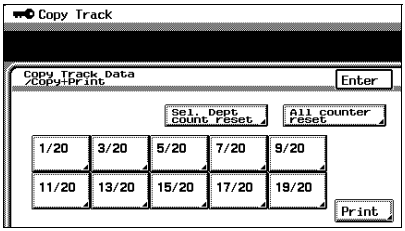
1 Press the [Utility] key.

2 Touch [Admin. Mode].

3 Using the keypad, enter the four-digit administrator access code.

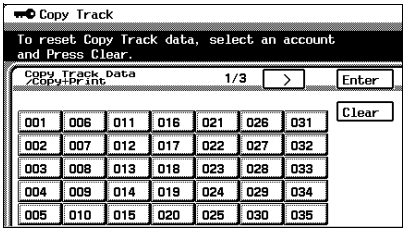
4 Touch [Copy Track].

5 Select the desired “Copy Track Data” screen.



The selected “Copy Track Data” screen appears.

6 To initialize the “Copy Track Data” counter for a particular account, touch [Sel. Dept count reset].



A screen appears, allowing you to select the account number.

7 Select the 3-digit account number for the desired account.

To initialize the “Copy Track Data” counter for another account, continue selecting account numbers.

8 Touch [Clear].

9 Touch [Enter].

- The “Total Count”, “Size” and “2” counters for the selected accounts are initialized.
- The “ID”, “Copy Limit” and “Color Limit” settings are not initialized.

10 To initialize the “Copy Track Data” counter for all accounts, touch [All counter reset].

The Clear All Counters screen appears.

11 Touch [Enter].

The “Copy Track Data” counter for all accounts are initialized.

12 Touch [Enter].

The Copy Track screen appears again.

To specify settings for a “Copy Track Data” counter

If “Yes” is not selected for the “Copy Track Mode” parameter, no “Copy Track Data” counter can be selected.

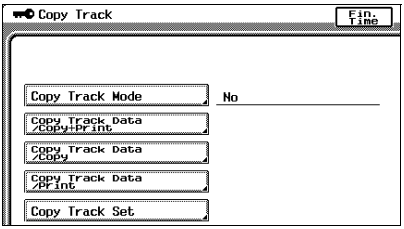
1 Press the [Utility] key.

2 Touch [Admin. Mode].

3 Using the keypad, enter the four-digit administrator access code.

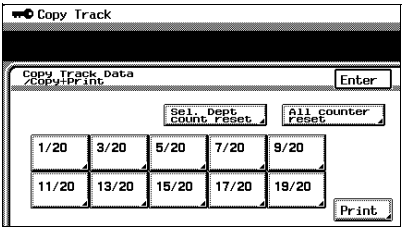
4 Touch [Copy Track].

5 Select the desired “Copy Track Data” counter.



The selected “Copy Track Data” screen appears.

6 Select the block for the desired account.



- 99 accounts are divided so that there are ten to a block, each of which can be selected.
- For example, touch [1/20] for accounts 001 to 005. Touching [>] displays accounts 006 through 010.

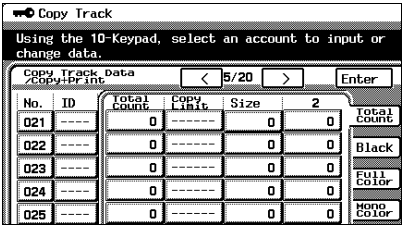
7 Select the ID for the desired account.

8 Determine the 4-digit access code for the account.

- Using the keypad, enter the access code.

9 If the access code has been entered incorrectly, press the [C] (clear) key to erase the entered code, and then use the keypad to enter the correct access code.

10 Select the limit for the desired account.



11 Determine the limit for the account, and then use the keypad to enter the limit value.

The limit can be set between 1 and 999,999 sheets.

12 Touch [Black].

13 Specify the limit of black-and-white copies/printouts for the account.

Using the keypad, enter the limit value.

14 Touch [Full Color].

15 Specify the limit of full-color copies/printouts for the account.

- Using the keypad, enter the limit value.
- If the limit for full-color copies/printouts is set, the same limit is automatically set for “Mono Color”.

16 Touch [Enter].

The specified limits are set.

17 Touch [Enter].

The Copy Track screen appears again.

To specify permissions for an account

If “Yes” is not selected for the “Copy Track Mode” parameter, “Copy Track Set” cannot be selected.

1 Press the [Utility] key.

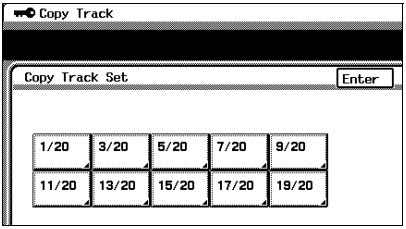
2 Touch [Admin. Mode].

3 Using the keypad, enter the four-digit administrator access code.

4 Touch [Copy Track].

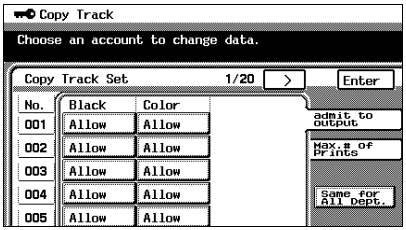
5 Touch [Copy Track Set].

6 Select the block for the desired account.



- 99 accounts are divided so that there are ten to a block, each of which can be selected.
- For example, select [1/20] for accounts 001 to 005.

7 To cancel the permissions for a desired account, touch [Allow] once.



"Allow" changes to "Prohibit". (Touch [Prohibit] once to change it back to [Allow].)
For example, if "Prohibit" appears below "Color" for account 001, the user of account 001 can make copies/printouts using the Color setting "Black", but cannot use the Color setting "Full Color" or the "Monotone" function.

8 To cancel the permissions for all accounts, touch [Same Set at All Dept.].

Touch [Allow] for account 001 once. The permissions for all accounts are canceled.
For example, if permissions for all accounts are set to "Prohibit" for color printing, the users of all accounts can make copies/printouts using the Color setting "Black", but cannot use the Color setting "Full Color" or the "Monotone" function.

9 Touch [Enter].

The specified permissions are set.

10 Touch [Enter].

The Copy Track screen appears again.

To apply the specified limits

If “Yes” is not selected for the “Copy Track Mode” parameter, “Copy Track Set” cannot be selected.

1 Press the [Utility] key.

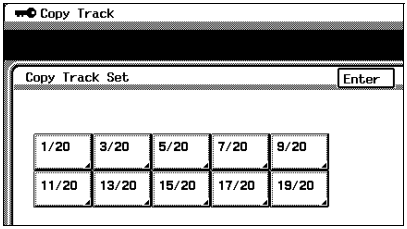
2 Touch [Admin. Mode].

3 Using the keypad, enter the four-digit administrator access code.

4 Touch [Copy Track].

5 Touch [Copy Track Set].

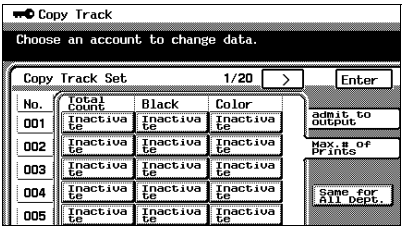
6 Select the block for the desired account.



- 99 accounts are divided so that there are ten to a block, each of which can be selected.
- For example, touch [1/20] for accounts 001 to 005.

7 Touch [Max. # of Prints].

8 To apply a specified limit, touch “Inactivate” once.



- “Inactivate” changes to “Activate”. (Touch [Activate] once to change it back to [Inactivate].)
- *The total limit for the account and for black and white and color cannot be set at the same time.*
- For example, if “Color Limit” for “Full Color” is set to 1,000 sheets for account 001, setting “Color” to “Activate” applies the specified limit of 1,000 sheets for full-color printing.
- The user of account 001 can only make color copies/prints of 1,000 sheets.

9 To apply the limit to all accounts, touch [Same for all Dept.], and then touch [Inactivate] once for account 001.

The specified limits will apply to all accounts.

10 Touch [Enter].

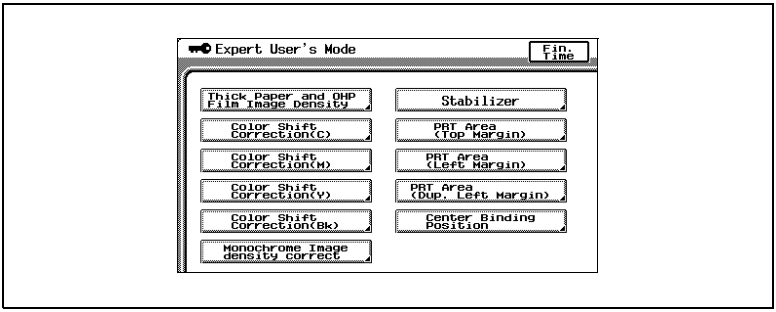
The specified limits are applied.

11 Touch [Enter].

The Copy Track screen appears again.

9.3 Specifying Expert Mode functions

In the Expert mode, various print image adjustments can be selected.



Expert Mode functions:

- [Thick Paper and OHP Film Image Density] refer to p. 9-23
  This function allows the density of the image printed on thick paper to be adjusted.
- [Color Shift Corrections (C)] refer to p. 9-24
  These functions are used to make fine adjustments in the color shift of the printed image.
- [Monochrome Image density correct] refer to p. 9-28
  This function is used to make adjustments to the printed image of black-and-white copies. (This function is only available on the CF2002.)
- [Stabilizer] refer to p. 9-28
  This function is used to perform image stabilization.
- [PRT Area (Top Margin)] refer to p. 9-29
  These functions are used to make fine adjustments to the print area margins of a printed image.
- [Center Binding Position] refer to p. 9-35)
  This function is used to make fine adjustments to the center stapling position and the folding position when binding.

To set the “Thick Paper and OHP Film Image Density” function

This function allows the density of the image printed on thick paper and overhead projector transparencies to be adjusted. (The default settings are [the standard settings (middle settings)].)

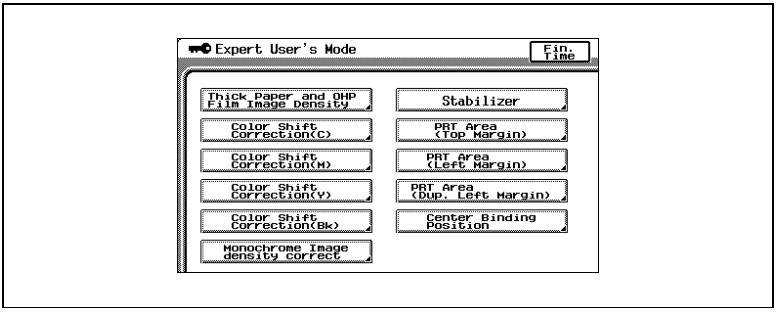
1 Press the [Utility] key.

2 Touch [Admin. Mode].

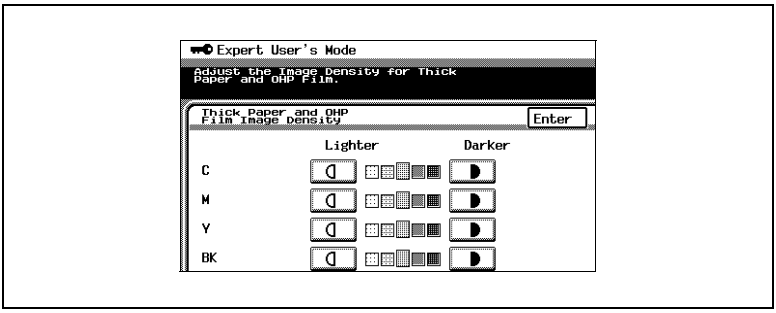
3 Using the keypad, enter the administrator access code.

4 Touch [Expert Mode].

5 Touch [Thick Paper and OHP Film Image Density].



6 Touch [◁] and [▷] to adjust the image density.



7 Touch [Enter].

8 Touch [Fin. Time] in the next three screens that appear.

To adjust the color shifts manually

If a difference can be seen between the original document and the copy, fine adjustments in the color shift can be made.

The procedure with A3-size paper loaded into the 1st drawer is described below.

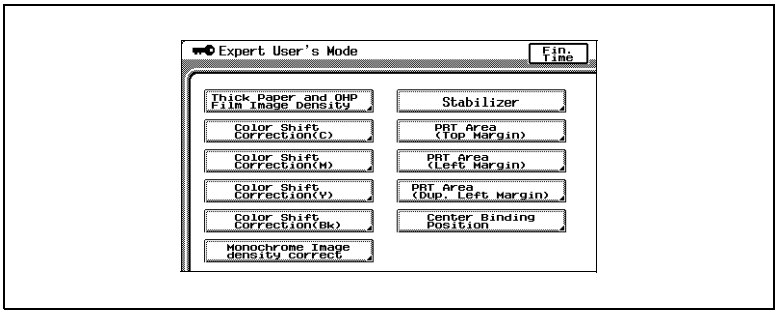
1 Load A3-size paper into the 1st drawer.

2 Press the [Utility] key.

3 Touch [Admin. Mode].

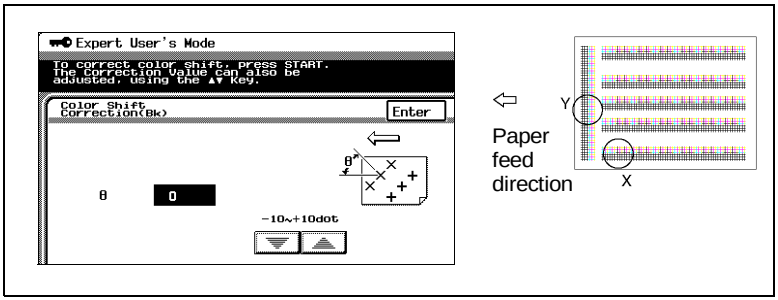
4 Using the keypad, enter the administrator access code.

5 Touch [Expert Mode].



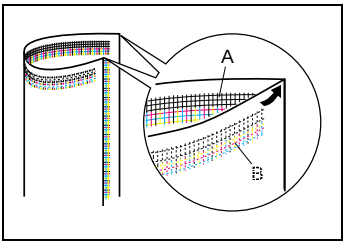
6 Touch [Color Shift Correction(Bk)].

7 Press the [Start] key.

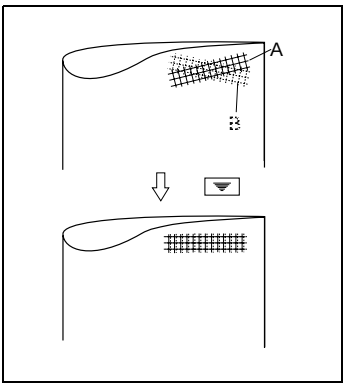


The automatic color shift adjustment procedure begins, and the test pattern is printed on the A3-size paper.

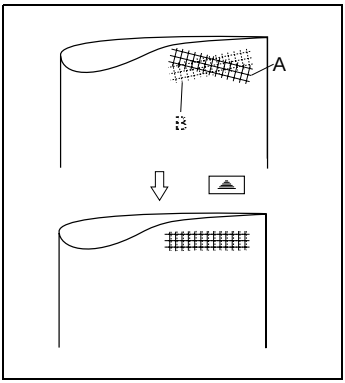
8 Fold the paper in half while aligning the corners of the printed test pattern.



9 If horizontal lines A and B are angled as shown at the right, touch [▼] to specify the desired negative adjustment for θ (between -1 dot and -10 dots).



10 If horizontal lines A and B are angled as shown at the right, touch [▲] to specify the desired positive adjustment for θ (between +1 dot and +10 dots).



11 Press the [Start] key.

The adjusted test pattern is printed on A3-size paper.

12 Check the print result. If the fold line and the black lines are parallel, skip to step 13.

- If more adjustment is necessary, return to step 7 and repeat the adjustment procedure.

13 Touch [Enter]. The Expert User's Mode screen appears again.

14 Touch [Color Shift Correction(C)].

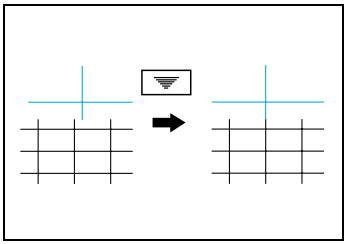
15 Press the [Start] key.

The automatic color shift adjustment procedure begins, and the test pattern is printed on the A3-size paper.

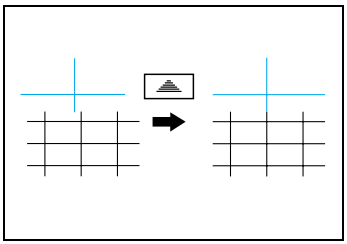
16 Check the distance from the reference line of the black lines to the cyan lines in the test pattern along the X and Y directions.

- If there is no shift in the reference line, skip to step 23.

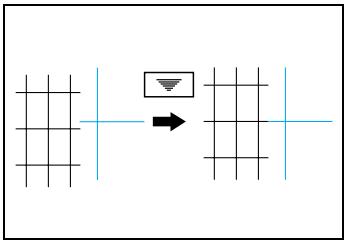
17 If the lines are shifted as shown at the right, touch [▼] to specify the desired negative adjustment for “X” (between -1 dot and -6 dots).



18 If the lines are shifted as shown at the right, touch [▲] to specify the desired positive adjustment for “X” (between +1 dot and +6 dots).

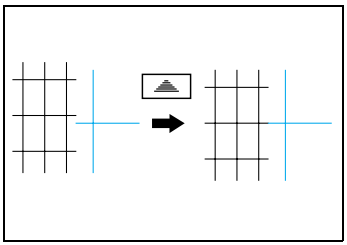


19 If the lines are shifted as shown at the right, touch [Y], and then touch [▼] to specify the desired negative adjustment for “Y” (between -1 dot and -6 dots).



20 If the lines are shifted as shown at the right, touch [▲] to specify the desired positive adjustment for “Y” (between +1 dot and +6 dots).

21 Press the [Start] key. The adjusted test pattern is printed on A3-size paper.



22 Check the print result. If the distance between the reference line of the black lines and the cyan lines is adjusted to 0, skip to step 23.

- If more adjustment is necessary, return to step 14 and repeat the adjustment procedure.

23 Touch [Enter]. The Expert User's Mode screen appears again.

24 Touch [Color Shift Correction(M)]. Repeat the procedure for adjusting the cyan shift (steps 13 to 23) to adjust the magenta shift.

25 Touch [Color Shift Correction(Y)] and repeat the same procedure for the yellow shift.

26 Touch [Enter].

The Expert User's Mode screen appears again.

27 Touch [Fin. Time] again in the next three screens that appear.

To set the “Monochrome Image density correct” function

This function allows the image density of black-and-white copies to be adjusted. (This function is only available on the CF2002.)
(The default setting is [the standard setting (middle setting)].)

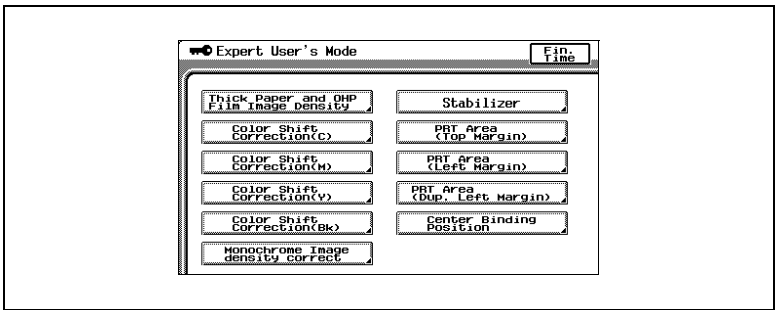
1 Press the [Utility] key.

2 Touch [Admin. Mode].

3 Using the keypad, enter the administrator access code.

4 Touch [Expert Mode].

5 Touch [Monochrome Image density correct].



6 Touch [◐] and [◑] to adjust the image density.

7 Touch [Enter].

8 Touch [Fin. Time] in the next three screens that appear.

To set the “Stabilizer” function

If the image is incorrect, even after the gradation levels have been adjusted, set the “Stabilizer” function, available on the Admin. Mode screen.

For details on adjusting the gradation levels, refer to “To set the “Gradation Adjust” function” (p. 9-37).

Setting the “PRT Area” Functions

This function is used to adjust the image print position from the edge of the paper.

There are three “PRT Area” margin functions:

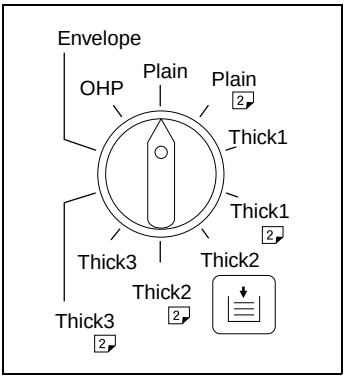
- [PRT Area (Top Margin)] refer to p. 9-29
  This function adjusts the starting print position at the leading edge of the paper (with regard to the paper feed direction).
- [PRT Area (Left Margin)] refer to p. 9-31
  This function adjusts the starting print position (with regard to the paper feed direction) from the left edge of the paper.
- [PRT Area (Dup. Left Margin)] refer to p. 9-33
  This function adjusts the starting print position at the left edge of the paper for the second side of a double-sided copy.

To set the “PRT Area (Top Margin)” function

The top margin of the printing area can be adjusted for each paper type. The top margin of the print area is adjusted during manufacturing of the copier. Normally, the top margin will not need to be adjusted.

1 Load A3-size paper of the desired type into the 1st drawer.

2 Turn the media type selection dial to the setting for the type of paper loaded.



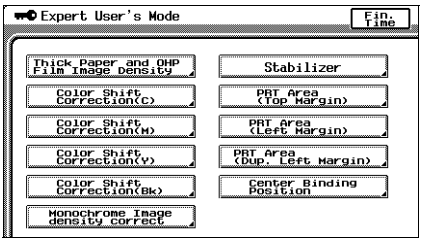
3 Press the [Utility] key.

4 Touch [Admin. Mode].

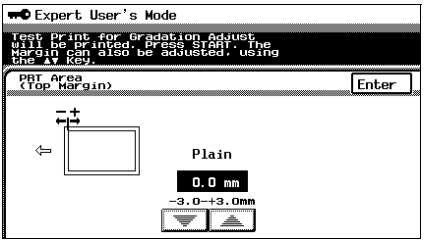
5 Using the keypad, enter the administrator access code.

6 Touch [Expert Mode].

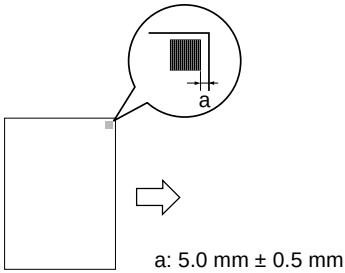
7 Touch [PRT Area (Top Margin)].



8 Press the [Start] key. The test pattern is printed on the A3-size paper.



9 Check that the top margin of the test pattern is between 4.5 mm and 5.5 mm. If the top margin is within the specified range, skip to step 14.



10 If the top margin is less than 4.5 mm, touch [▲] to specify the desired positive adjustment (between +0.1 mm and +3.0 mm).

11 If the top margin is more than 5.5 mm, touch [▼] to specify the desired negative adjustment (between -0.1 mm and -3.0 mm).

12 Press the [Start] key. The adjusted test pattern is printed on A3-size paper.

13 Check the print result to make sure that the top margin is adjusted to between 4.5 mm and 5.5 mm.

- If more adjustment is necessary, return to step 8 and repeat the adjustment procedure.

14 Touch [Enter].

15 Touch [Fin. Time] again in the next three screens that appear.

To set the “PRT Area (Left Margin)” function

The left margin of the printing area can be adjusted for each paper drawer. The procedure with A3-size paper loaded into the 1st drawer is described below.

The top margin of the print area is adjusted during manufacturing of the copier.
Normally, the top margin will not need to be adjusted.

1 Load A3-size paper into the 1st drawer.

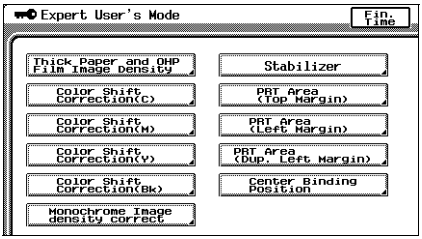
2 Press the [Utility] key.

3 Touch [Admin. Mode].

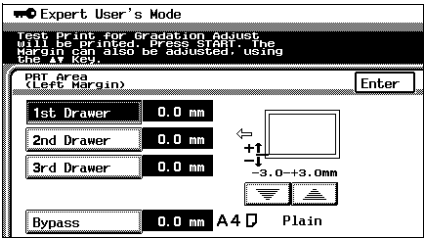
4 Using the keypad, enter the administrator access code.

5 Touch [Expert Mode].

6 Touch [PRT Area (Left Margin)].

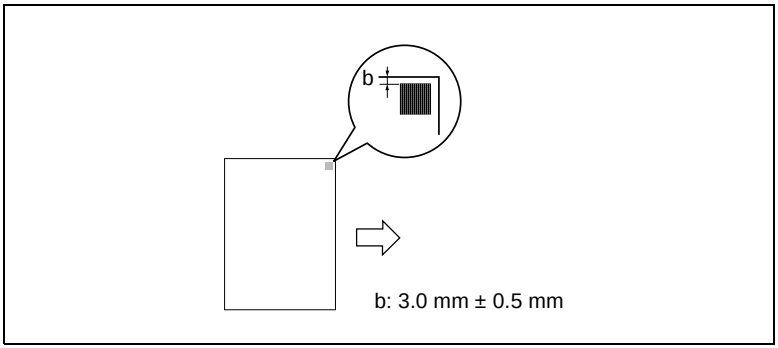


7 Touch [1st Drawer].



8 Press the [Start] key. The test pattern is printed on the A3-size paper.

9 Check that the left margin of the test pattern is between 2.5 mm and 3.5 mm. If the left margin is within the specified range, skip to step 14.



10 If the left margin is less than 2.5 mm, touch [▲] to specify the desired positive adjustment (between +0.1 mm and +3.0 mm).

11 If the left margin is more than 3.5 mm, touch [▼] to specify the desired negative adjustment (between -0.1 mm and -3.0 mm).

12 Press the [Start] key. The adjusted test pattern is printed on A3-size paper.

13 Check the print result to make sure that the left margin is adjusted to between 2.5 mm and 3.5 mm.

- If more adjustment is necessary, return to step 8 and repeat the adjustment procedure.

14 Touch [Enter].

15 Touch [Fin. Time] again in the next three screens that appear.

To set the “PRT Area (Dup. Left Margin)” function

The left margin of the printing area in double-sided copies can be adjusted for each paper drawer.
The procedure with A3-size paper loaded into the 1st drawer is described below.

The top margin of the print area is adjusted during manufacturing of the copier.
Normally, the top margin will not need to be adjusted.

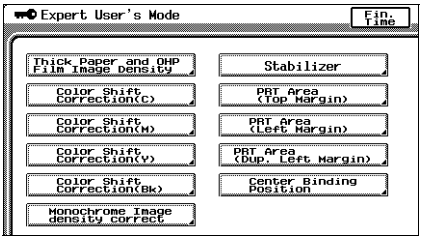
1 Load A3-size paper into the 1st drawer.

2 Press the [Utility] key.

3 Touch [Admin. Mode].

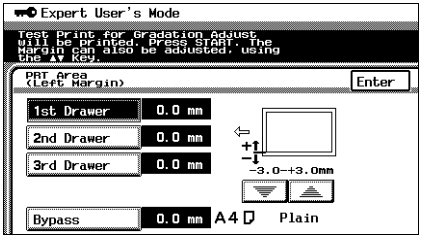
4 Using the keypad, enter the administrator access code.

5 Touch [Expert Mode].



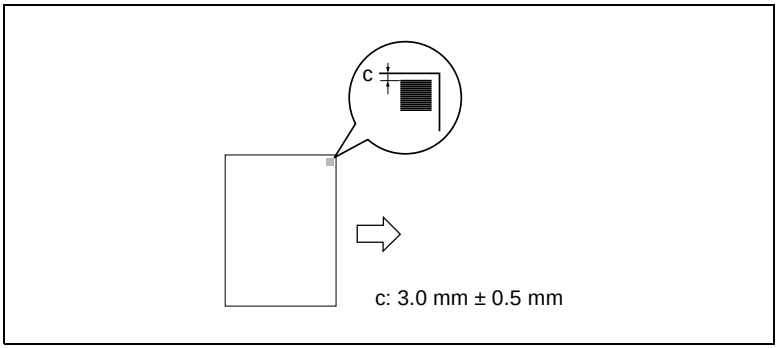
6 Touch [PRT Area (Dup. Left Margin)].

7 Touch [1st Drawer].



8 Press the [Start] key. The test pattern is printed on A3-size paper.

9 Check that the left margin of the test pattern for the second side is between 2.5 mm and 3.5 mm.



If the left margin for the second side is within the specified range, skip to step 14.

10 If the left margin for the second side is less than 2.5 mm, touch to specify the desired positive adjustment (between +0.1 mm and +3.0 mm).

11 If the left margin for the second side is more than 3.5 mm, touch to specify the desired negative adjustment (between -0.1 mm and -3.0 mm).

12 Press the [Start] key.

The adjusted test pattern is printed on A3-size paper.

13 Check the print result to make sure that the left margin for the second side is adjusted to between 2.5 mm and 3.5 mm.

- If more adjustment is necessary, return to step 8 and repeat the adjustment procedure.

14 Touch [Enter].

15 Touch [Fin. Time] again in the next three screens that appear.

To set the “Center Binding Position” function

This function is used to make fine adjustments to the center stapling position and the folding position when binding. (The default setting is [0 mm].)

Use the “Booklet Creation” setting to make a copy sample.

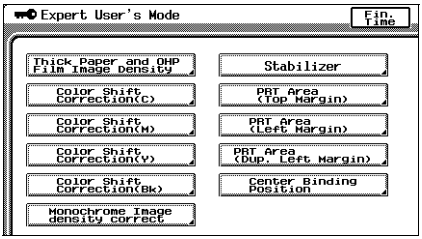
For details on booklet-binding, refer to “Feeding the Document” on page 5-5.

1 Press the [Utility] key.

2 Touch [Admin. Mode].

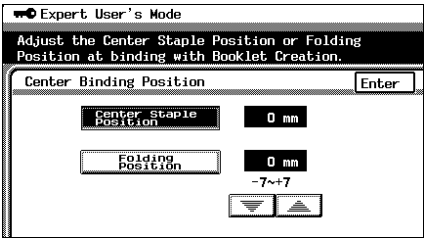
3 Using the keypad, enter the administrator access code.

4 Touch [Expert Mode].

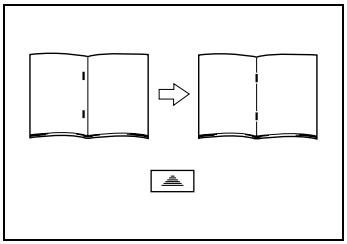


5 Touch [Center Binding Position].

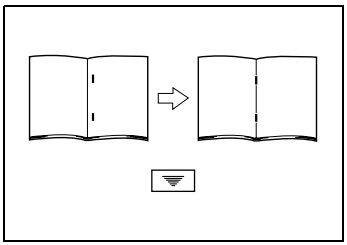
6 Compare the width of the left pages of the copy sample with the width of the right pages.



7 If the staple position is too far to the left of the center of the paper, touch [▲] to specify the desired positive adjustment (between +1 mm and +7 mm).

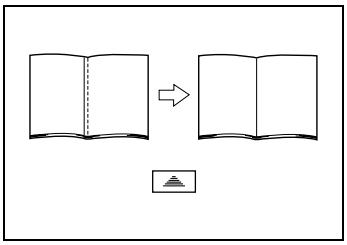


8 If the staple position is too far to the right of the center of the paper, touch [▼] to specify the desired negative adjustment (between -1 mm and -7 mm).



9 Touch [Folding Position].

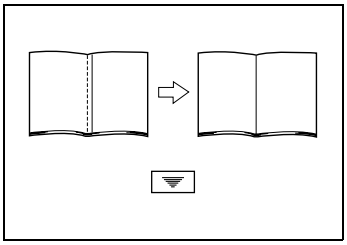
10 If the folding position is shifted to the left, touch [▲] to specify the desired positive adjustment (between +1 mm and +7 mm).



11 If the folding position is shifted to the right, touch [▼] to specify the desired negative adjustment (between -1 mm and -7 mm).

12 Touch [Enter].

13 Touch [Fin. Time] in the next three screens that appear.



14 Use the “Booklet Creation” setting to make another copy sample.

15 Check the print result.

- If more adjustment is necessary, return to step 1 and repeat the adjustment procedure.

9.4 Specifying Gradiation Adjust function

To set the “Gradation Adjust” function

The color gradation levels can be adjusted if they are incorrect.

1 Load A3-size paper into the 1st drawer.

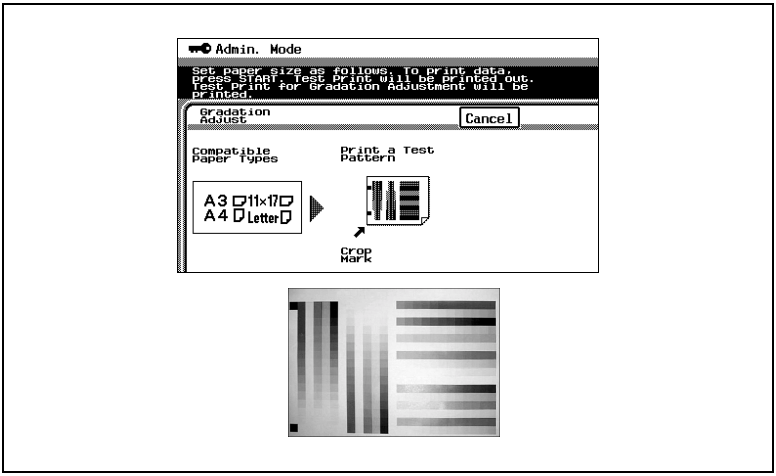
- A4 C, 11 × 17 (Ledger) or Letter C can be loaded instead.

2 Press the [Utility] key.

3 Touch [Admin. Mode].

4 Using the keypad, enter the administrator access code.

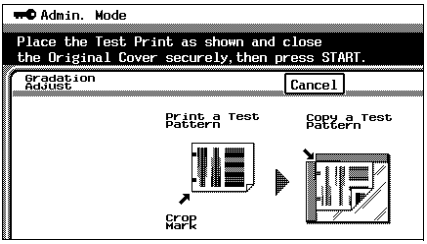
5 Touch [Gradation Adjust]. The Gradation Adjust screen appears.


Admin. Mode
Set paper size as follows. To print data, press START. Test print will be printed out. Test Print for Gradation Adjustment will be printed.
Gradation Adjust
Cancel
Compatible Paper Types
A3 11×17
A4 Letter
Print a Test Pattern
Crop Mark

6 Press the [Start] key.

A test pattern is printed.

7 After the test pattern is printed, the screen changes, as shown below.


Admin. Mode
Place the Test Print as shown and close the Original Cover securely, then press START.
Gradation Adjust
Cancel
Print a Test Pattern
Copy a Test Pattern
Crop Mark

8 Place the printed test pattern on the original glass with the edge with the printed crop marks aligned along the document scale.

9 Place 10 more sheets of blank paper of the same size on top of the printed test pattern page.

10 Close the original cover, or the duplexing document feeder if it is installed.

11 Press the [Start] key.

The printed test pattern is scanned.

12 Based on the scanned image, the gradation levels are automatically adjusted.

After the gradation levels are adjusted, the Admin. Mode screen appears again.

13 Repeat steps 5 through 12 three times.

14 Touch [Fin. Time], and then touch [Fin. Time] again in the screen that appears.

To set the “Stabilizer” function

If the image is incorrect, even after the gradation levels have been adjusted, set the “Stabilizer” function.

The following two modes are available with the “Stabilizer” function.

- Reset And Stabilizer Mode
- Stabilizer Mode

The “Stabilizer” function performs an image stabilization based on past data up to the previous session.

Image stabilization should normally be performed with “Stabilizer Mode” selected.

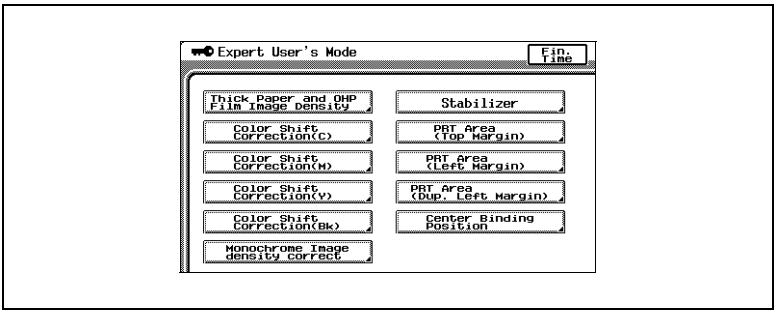
Select “Reset And Stabilizer Mode” only if the desired effect cannot be attained with the “Stabilizer Mode”.

1 Press the [Utility] key.

2 Touch [Admin. Mode].

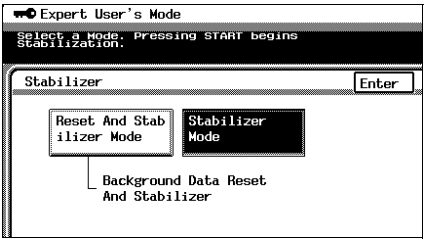
3 Using the keypad, enter the administrator access code.

4 Touch [Expert Mode].



5 Touch [Stabilizer].

6 Press the [Start] key.



The indicator on the [Start] key changes to orange, and the image stabilization operation is performed.
The indicator on the [Start] key changes back to green.
The image stabilization procedure is finished.

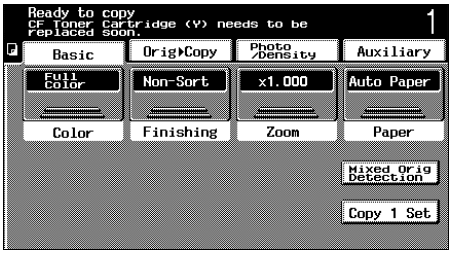
7 Touch [Enter].

8 Touch [Fin. Time] again in the next three screens that appear.

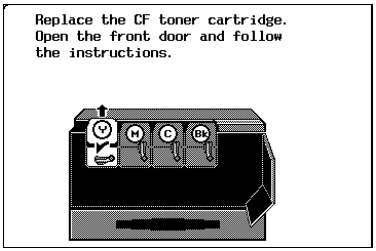
10 Touch Panel Messages

10.1 When the Message “CF Toner Cartridge (X) needs to be replaced soon.” Appears

When toner is about to run out, the advance warning message shown below appears. When this message appears, replace the toner cartridge according to your maintenance agreement.



When the toner is empty, a warning message appears and copies can no longer be made. For details on replacing the toner cartridge, refer to page 10-3.



NOTE

Do not replace the toner cartridge until the message indicating that it be replaced appears in the touch panel. In addition, do not replace the toner cartridge of any color other than the one indicated in the message on the touch panel.

CAUTION

Be careful not to spill toner inside the copier or get toner on your clothes or hands.

➜ If your hands become soiled with toner, immediately wash them with soap and water.

➜ If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

CAUTION

Used toner cartridges

➜ In order to prevent the used toner cartridge from dirtying anything, keep it in the box.

➜ Dispose of the used toner cartridge according to your local regulations.

WARNING

Handling toner and the toner cartridge

➜ Do not throw toner or the toner cartridge into a fire. Toner expelled from the fire may cause burns.

To replace the toner cartridge

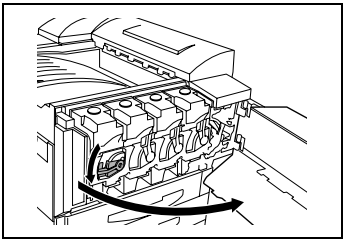
The procedure for replacing any of the toner cartridges (yellow (Y), magenta (M), cyan (C) or black (Bk)) is the same.

The following procedure describes the replacement of the yellow toner cartridge as an example.

Be careful since the installation location of toner cartridges for other colors is different.

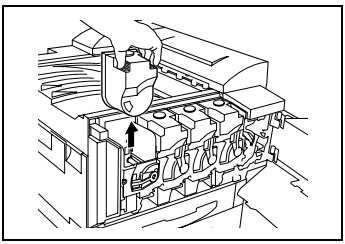
1 Open the front door, and then turn counterclockwise the lever for the toner cartridge that you wish to replace.

For example: If the yellow toner is empty, turn the lever for the yellow toner cartridge.



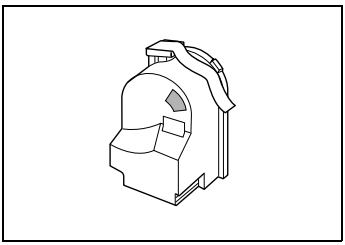
2 Pull out the empty toner cartridge.

- In order to prevent the used toner cartridge from dirtying anything, keep it in the box.
- Dispose of the used toner cartridge according to your local regulations.



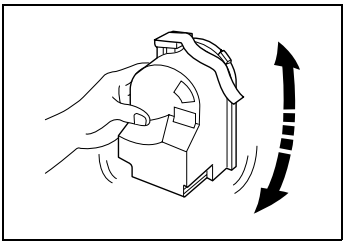
3 Prepare the new toner cartridge.

- Make sure that the color of the toner cartridge is the same color as the lever.
- Do not install the toner cartridge of a color different than the one that was removed, otherwise the machine may be damaged.

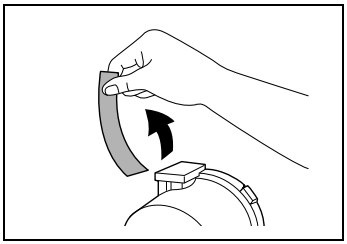


4 Shake the new toner cartridge well.

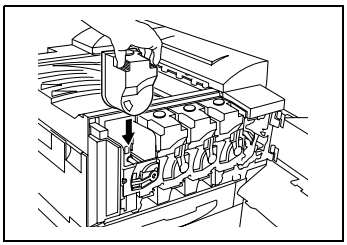
- The toner within the toner cartridge may have become compacted. If it has, be sure to shake the toner cartridge until the toner is mostly broken up before installing the cartridge.



5 Peel off the tape.

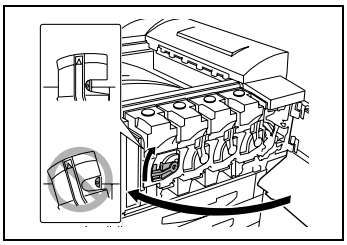


6 Position the toner cartridge as shown, and then insert it into its compartment.



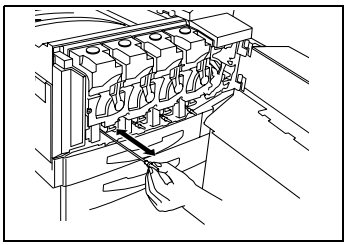
7 Turn the lever clockwise.

- Make sure that the lever is fully turned, as shown, otherwise the front door cannot be closed.



8 Slowly pull out the charger-cleaning tool as far as possible, and then slowly push in the charger-cleaning tool as much as possible.

- Repeat this step three times.



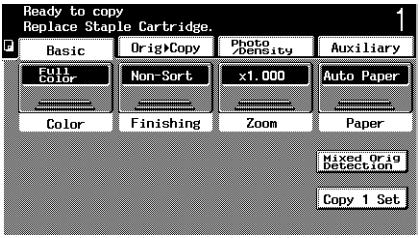
9 Securely insert each charger-cleaning tool, and then close the front door.

- If the door cannot be closed securely, the lever may not be in its correct position. Make sure that the lever is fully turned.

10.2 When the Message “Replace Staple Cartridge.” Appears

When finisher FN-116 or FN-8 is installed and is about to run out of staples, the message shown below appears.

Follow the procedure below to replace the staple cartridge.



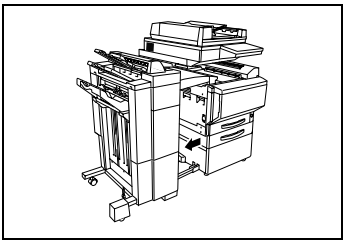
...

Note

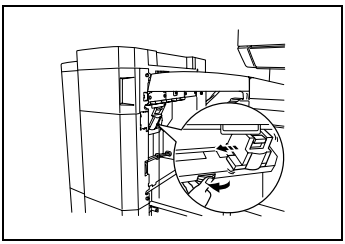
Be sure to replace the staple cartridge only after the message appears, otherwise the machine may be damaged.

To replace the staple cartridge for FN-116

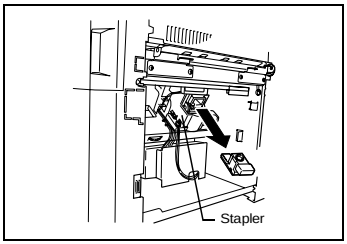
1 Slide the finisher away from the copier.



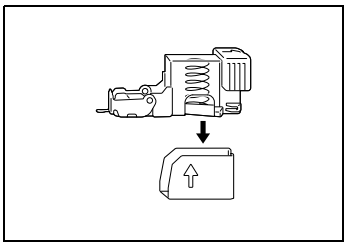
2 Turn the dial to the left in order to position the stapler at the center.



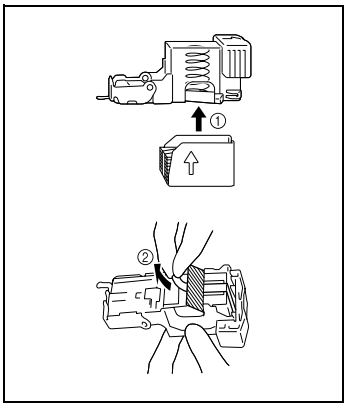
3 Pull the staple holder out toward you.



4 Remove the empty staple cartridge.

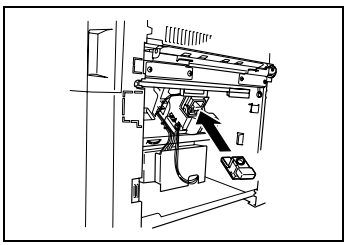


5 Insert the new staple cartridge into the staple holder, and then carefully pull out the stopper.



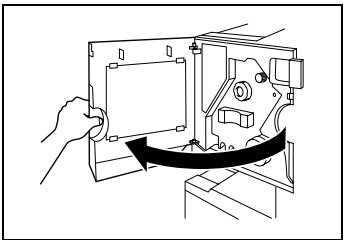
6 Insert the refilled staple holder until it locks into place.

7 Slide the finisher back against the copier.



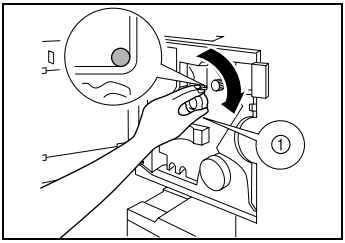
To replace the staple cartridge for FN-8

1 Open the front door of the finisher.

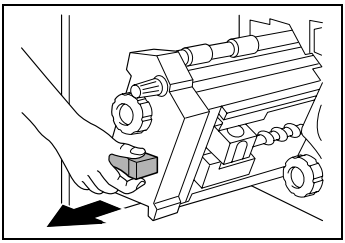


2 Turn misfeed-clearing dial ① clockwise until the removal indicator is completely blue.

- ❍ If the dial is turned too far, turn it counterclockwise to adjust it.

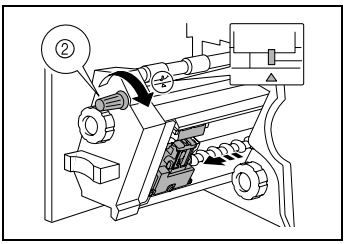


3 Slowly pull out the stapler unit as far as possible.

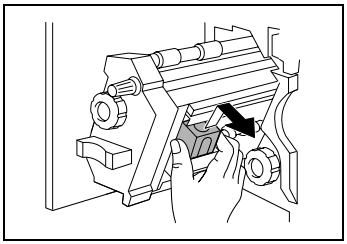


4 Turn dial ② clockwise until the staple cartridge moves to a position from where it can be removed.

- ❍ If the dial is turned too far, turn it counterclockwise to adjust it.

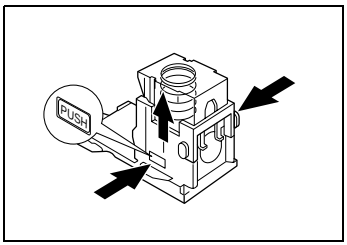


5 Grasp both sides of the staple cartridge, lift up the staple cartridge, and then pull it out.

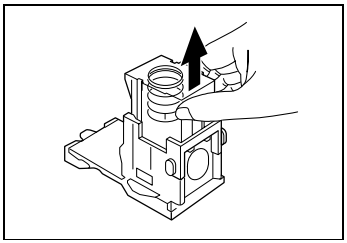


6 Press the button marked “PUSH” on the side of the staple cartridge.

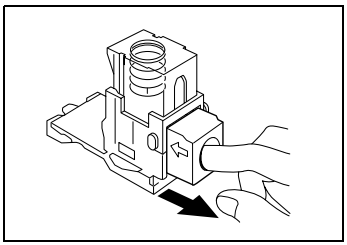
The staple case is released.



7 Pull up the staple case.

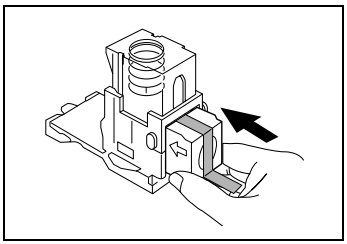


8 Remove the paper holder from the staple case.

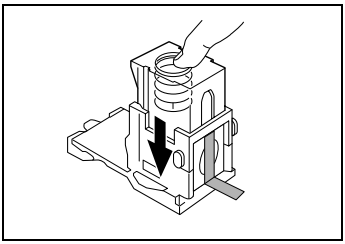


9 Refill the staple case with staples.

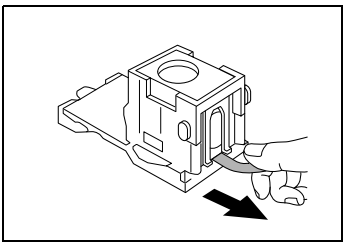
- Fully insert the staple case as far as possible.



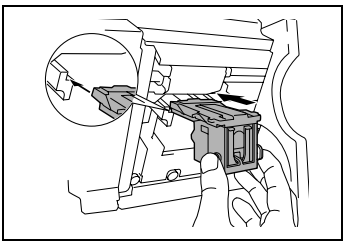
10 Press the staple case down.



11 Peel off the tape from the staples.

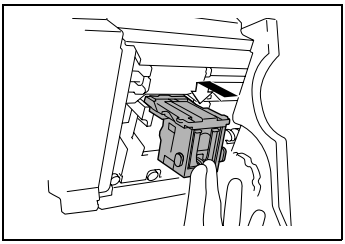


12 Insert the staple cartridge, making sure the tabs on the cartridge slide along the rails in the compartment.



13 Fully insert the staple cartridge so that it locks into place.

- ❍ Check that the staple cartridge is firmly installed.



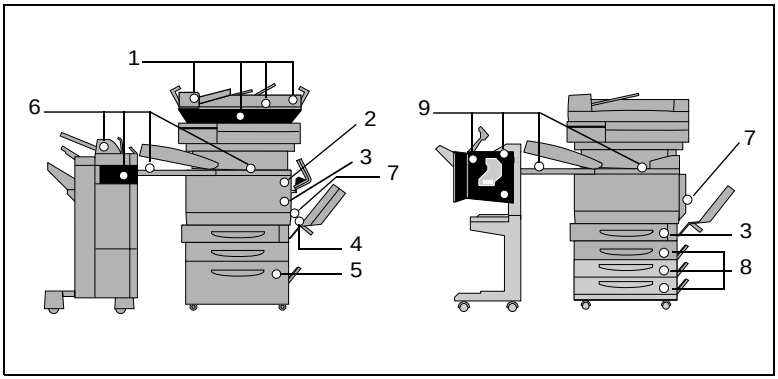
14 Carefully move the stapler unit back into its original position.

15 Close the front door.

10.3 When the Message “Misfeed detected.” Appears

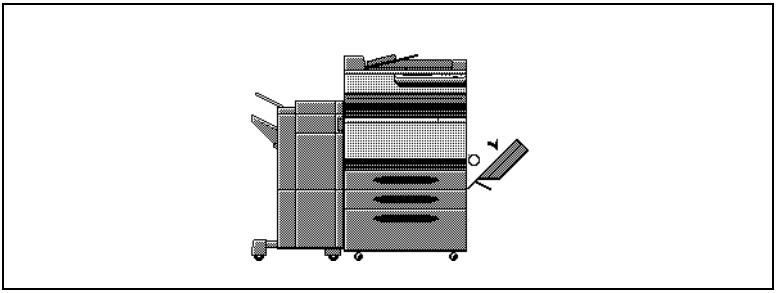
Locations of Paper Misfeeds

- A flashing "O" indicates the location of the paper misfeed. In addition, a lit "O" indicates areas where paper may have been misfed and that should be checked.
- The procedure for clearing misfed paper differs depending on where the misfeed occurs. Determine the misfeed location by looking at the illustration displayed with the error message, and then clear the misfeed according to the appropriate procedure.



Message	Description
1	A paper misfeed in the duplexing document feeder (p. 10-21)
2	A paper misfeed in the upper right-side door unit (p. 10-18)
3	A paper misfeed in the right-side door (p. 10-16)
4	A paper misfeed in the manual bypass tray (p. 10-11)
5	A paper misfeed in the large capacity cabinet (p. 10-15)
6	A paper misfeed in finisher FN-116 (option tray) (p. 10-24)
7	A paper misfeed in the duplex unit (p. 10-13)
8	A paper misfeed in a paper drawer (p. 10-14)
9	A paper misfeed in finisher FN-8 (p. 10-28)

To clear a paper misfeed in the manual bypass tray

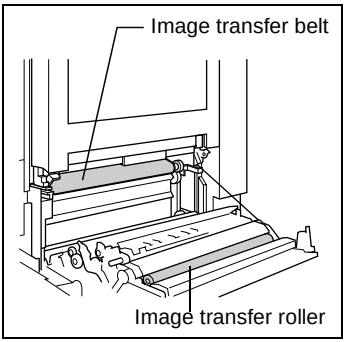


A flashing “O” indicates the location of the paper misfeed. In addition, a lit “O” indicates areas where paper may have been misfed and that should be checked.

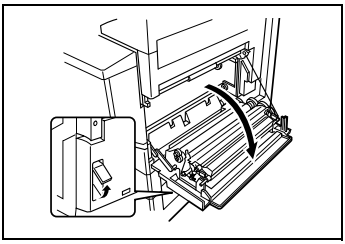
CAUTION

Decreased copy quality may result if the surface of the image transfer belt or the image transfer roller is touched.

➜ Be careful not to touch the surface of the image transfer belt or the image transfer roller.

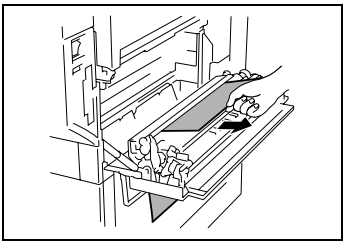


1 Pull up the lock release lever to open the right-side door.

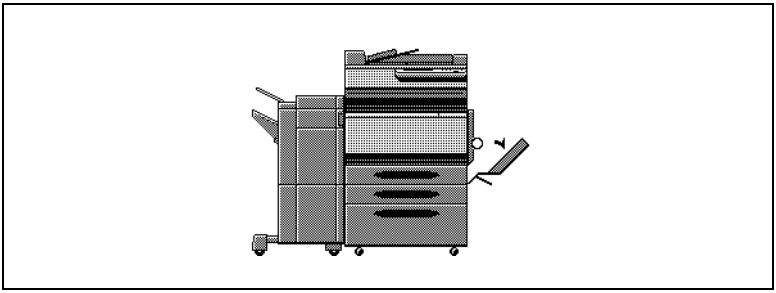


2 Carefully pull out the paper.

3 Close the right-side door.

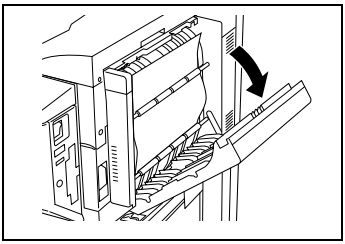


To clear a paper misfeed in the duplex unit



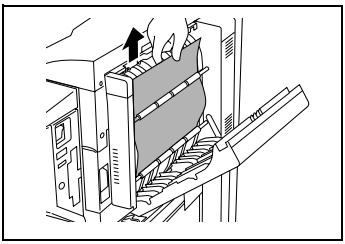
A flashing “O” indicates the location of the paper misfeed. In addition, a lit “O” indicates areas where paper may have been misfed and that should be checked.

1 Open the duplex unit door.

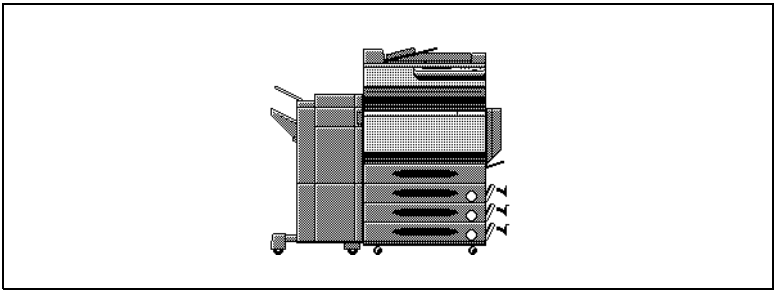


2 Carefully pull out the paper.

3 Close the duplex unit door.

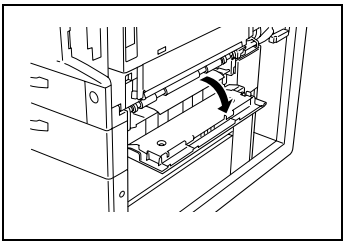


To clear a paper misfeed in a paper drawer

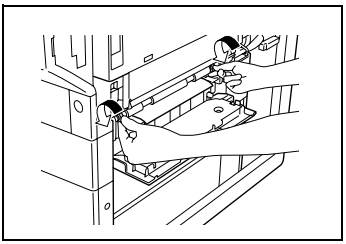


A flashing “O” indicates the location of the paper misfeed. In addition, a lit “O” indicates areas where paper may have been misfed and that should be checked.

1 Open the right-side door of the paper drawer indicated by the “O”.



2 Turn the green wheels to feed the paper so that it can be easily removed.

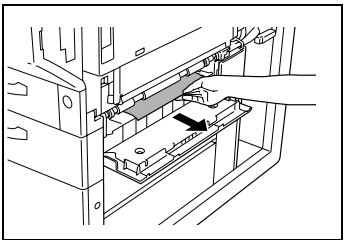


3 Carefully pull out the paper.

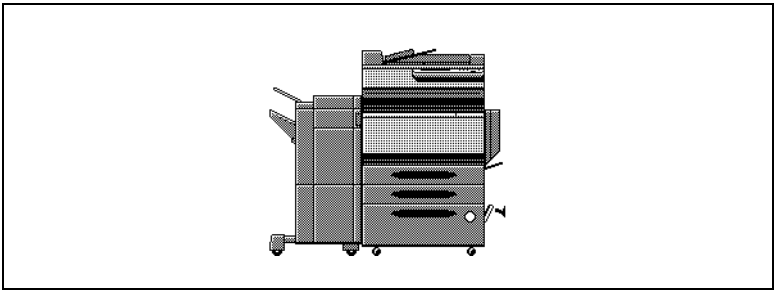
4 Close the lower right-side door.

5 Pull out the paper drawer, and then remove any misfed paper.

6 Close the paper drawer.

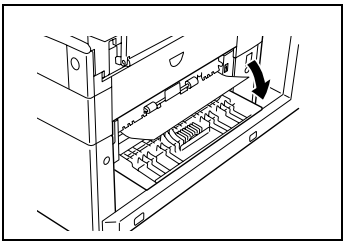


To clear a paper misfeed in the large capacity cabinet



A flashing “O” indicates the location of the paper misfeed. In addition, a lit “O” indicates areas where paper may have been misfed and that should be checked.

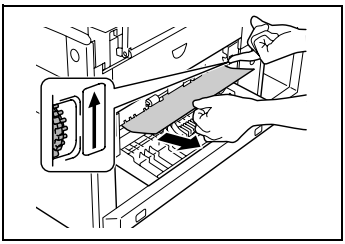
1 Open the right-side door of the large capacity cabinet.



2 Turn the green dial in the direction of the arrow to feed out the paper.

3 Carefully pull out the paper.

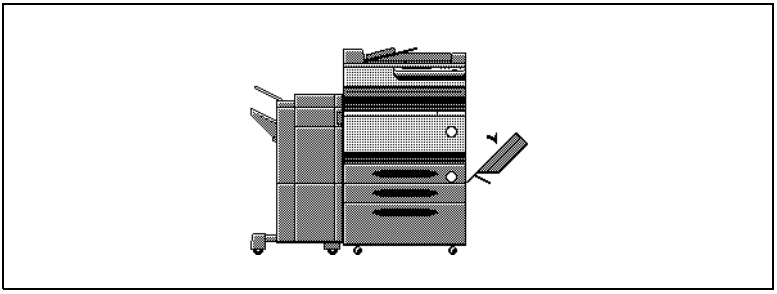
4 Close the right-side door of the large capacity cabinet.



5 Pull out the paper drawer of the large capacity cabinet, and then remove any misfed paper.

6 Close the paper drawer of the large capacity cabinet.

To clear a paper misfeed in the right-side door

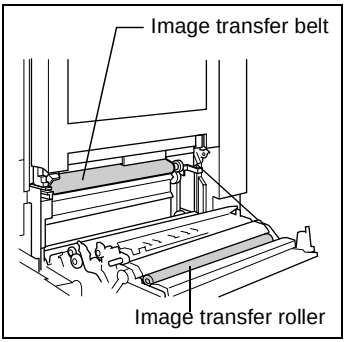


A flashing “O” indicates the location of the paper misfeed. In addition, a lit “O” indicates areas where paper may have been misfed and that should be checked.

CAUTION

Decreased copy quality may result if the surface of the image transfer belt or the image transfer roller is touched.

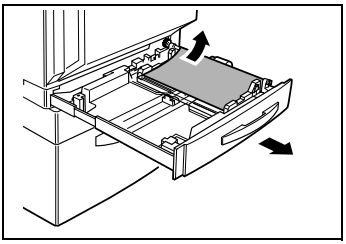
➔ Be careful not to touch the surface of the image transfer belt or the image transfer roller.



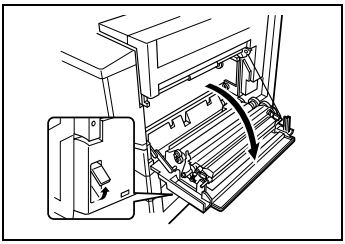
1 Pull out the paper drawer being used, and then remove any paper remaining in the drawer.

2 Load the paper in the drawer again, and then close the drawer.

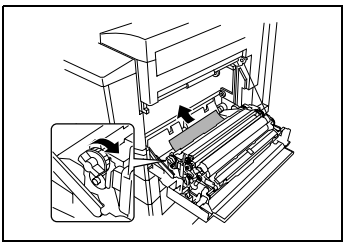
❍ Be careful not to touch the surface of the paper take-up roller with your hands.



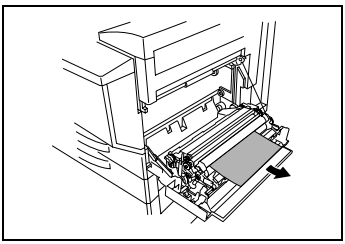
3 Pull up the lock release lever to open the right-side door.



4 Turn the knob on the inside of the right-side door clockwise to feed out the paper.



5 Pull out any paper caught in the image transfer roller section.

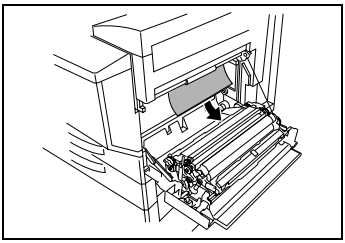


- If the paper is caught as described below, contact your technical representative.

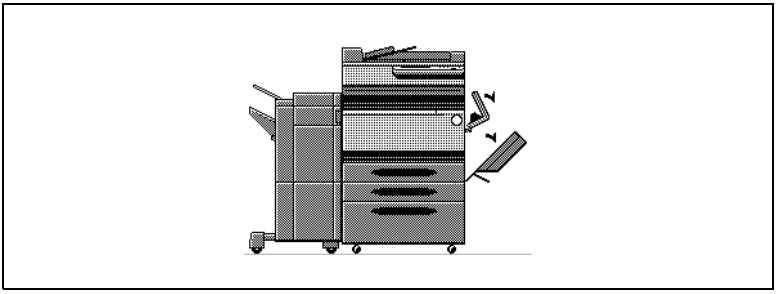
  The paper is wrapped around the roller in the image transfer roller.
  The paper is folded or shredded by the roller in the image transfer roller.
  The paper that was removed tore and remains n the fusing unit.

6 Pull out any paper caught in the fusing unit.

7 Open the right-side door, and then make sure that there is no paper in the fusing unit.



To clear a paper misfeed in the upper right-side door

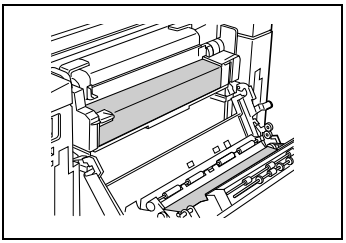


A flashing “O” indicates the location of the paper misfeed. In addition, a lit “O” indicates areas where paper may have been misfed and that should be checked.

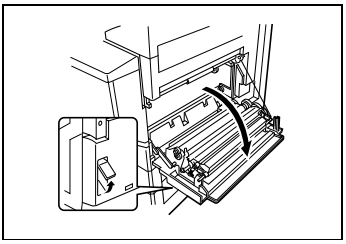
CAUTION

The area around the fusing unit is extremely hot.

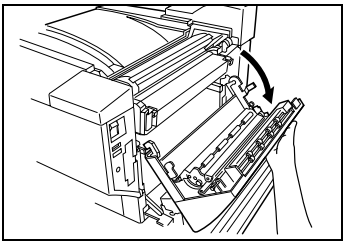
➜ Touching anything other than the indicated parts may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical attention.



1 Pull up the lock release lever to open the right-side door.

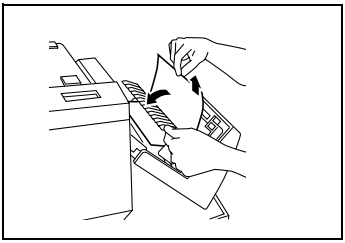


2 Grasp the upper right-side door as shown, and then carefully open the door completely while making sure to support it.

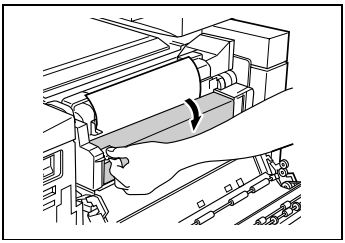


- ❍ Be sure to support the door while carefully opening it, otherwise it may be damaged.

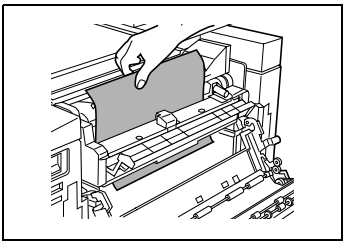
3 While moving the green lever on the inside of the upper right-side door in the direction of the arrow, carefully pull out the paper.



4 Grasp the tab on the left end of the fusing unit cover, and then swing the cover toward you to open it.



5 Pull out any paper caught in the fusing unit.



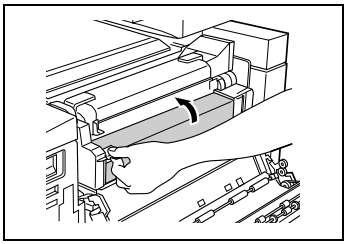
- ❍ If the paper is caught as described below, contact your technical representative:

  The paper is wrapped around the fusing unit.
  The paper is folded or shredded by the fusing unit.
  The paper that was removed tore and remains n the fusing unit.

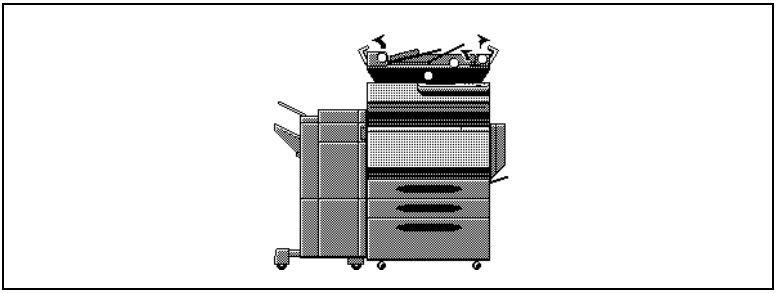
6 Grasp the tab on the left end of the fusing unit cover, and then return the cover to its original position.

7 Close the upper right-side door.

8 Close the right-side door.



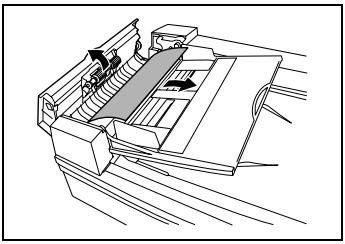
To clear a paper misfeed in the duplexing document feeder



A flashing “O” indicates the location of the paper misfeed. In addition, a lit “O” indicates areas where paper may have been misfed and that should be checked.

1 Open the left-side misfeed-clearing cover.

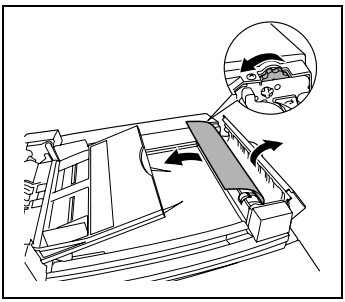
2 Carefully pull out any documents from the document feed tray.



3 Open the right-side misfeed-clearing cover.

4 Turn the dial counterclockwise to feed out any documents.

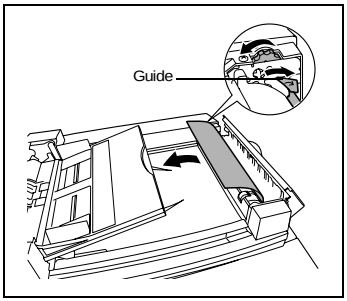
5 Carefully pull out any documents.



6 Open the guide.

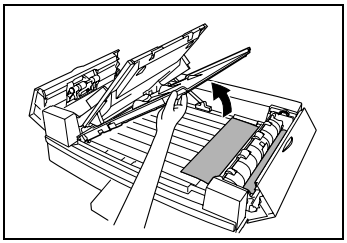
7 Turn the dial to feed out any documents.

8 Carefully pull out the documents.



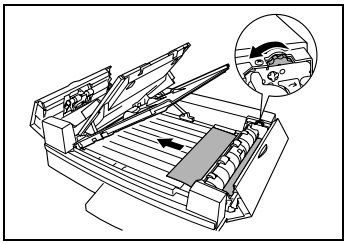
9 Carefully open the duplexing feed guide as far as possible.

Check that the guide remains securely open.

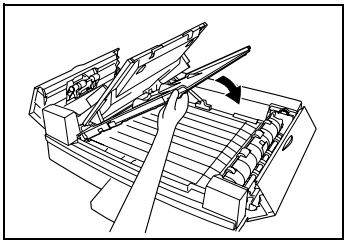


10 Turn the dial to feed out any documents.

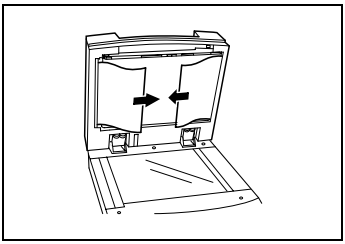
11 Carefully pull out any documents.



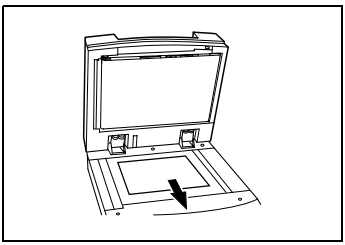
12 Close the duplexing feed guide.



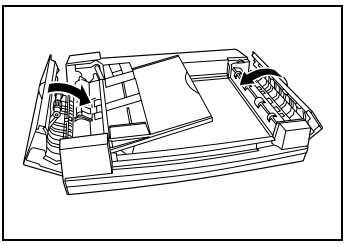
13 Open the duplexing document feeder, and then carefully pull out any documents.



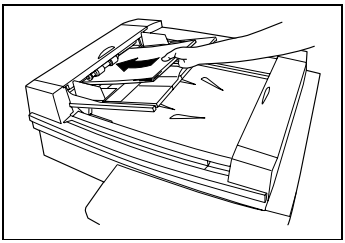
14 Remove any documents on the original glass, and then close the duplexing document feeder.



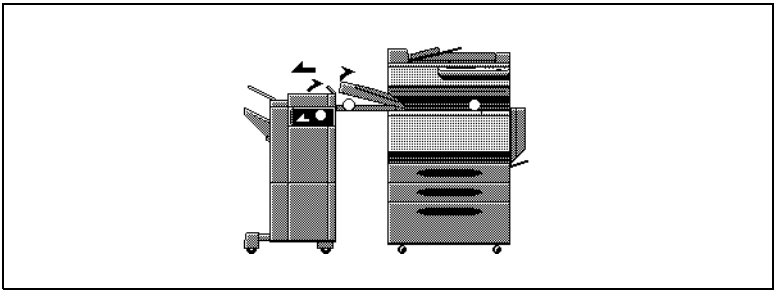
15 Close the left-side and right-side misfeed-clearing covers.



16 Reload the documents according to the instructions that appear on the touch panel.



To clear a paper misfeed in finisher FN-116



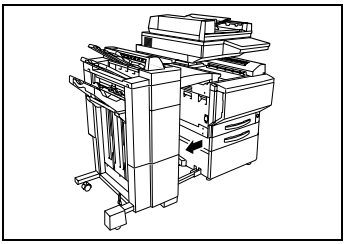
A flashing “O” indicates the location of the paper misfeed. In addition, a lit “O” indicates areas where paper may have been misfed and that should be checked.

CAUTION

Metallic parts on the inside of upper cover FN1 are very hot.

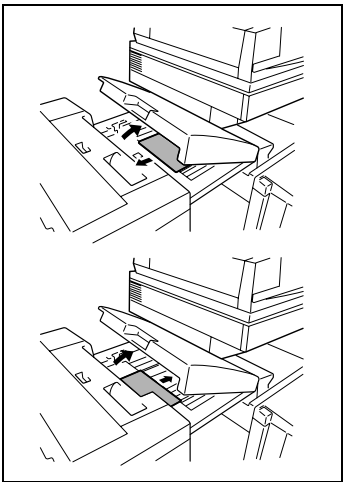
➜ Touching anything other than the paper within the area around the fusing unit may result in burns.

1 Slide the finisher away from the copier.

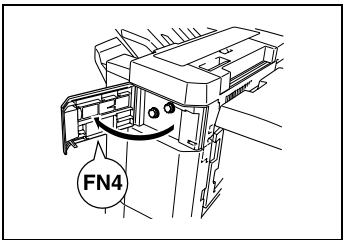


2 Open the horizontal transport unit cover, and then remove any paper.

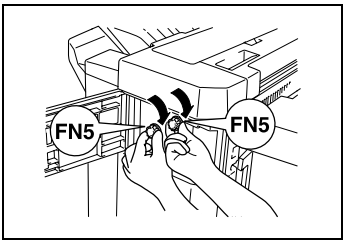
3 Close the horizontal transport unit cover.



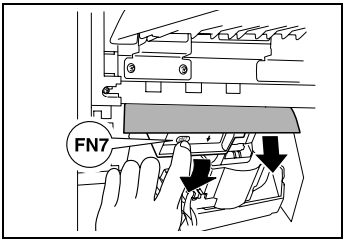
4 Open front door FN4.



5 Turn knobs FN5 clockwise at the same time.

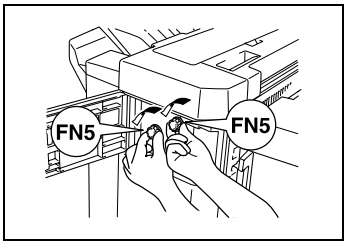


6 While holding the misfeed-clearing guide FN7 open, pull out any paper.

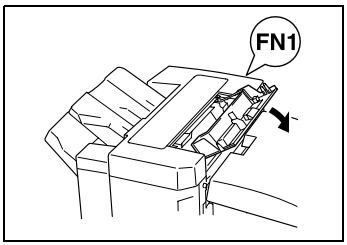


7 When the paper can be seen from the copy output tray, turn knobs FN5 counterclockwise at the same time to feed out any paper.

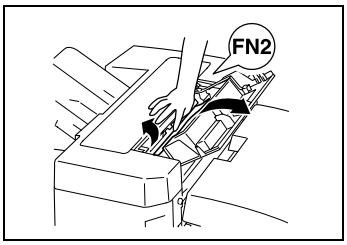
8 Close front door FN4.



9 Open upper cover FN1.



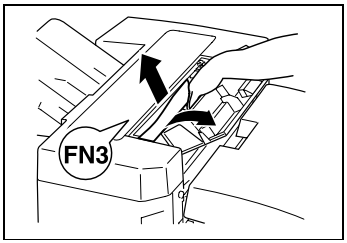
10 While holding misfeed-clearing guide FN2 open, pull out any paper.



11 While holding misfeed-clearing guide FN3 open, pull out any paper.

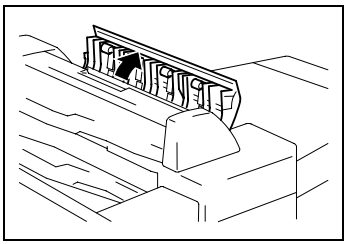
12 Close upper cover FN1.

- If the Option tray is not installed, skip to step 16.



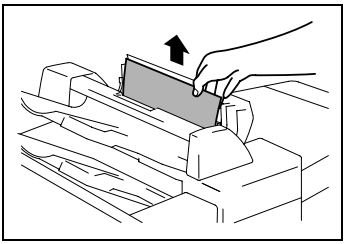
13 If the Option tray is installed:

Open the Option tray.



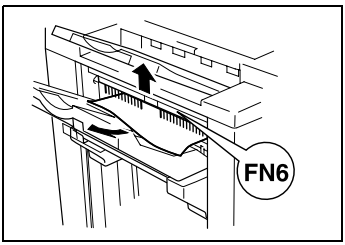
14 Remove any misfed paper.

15 Close the Option tray.

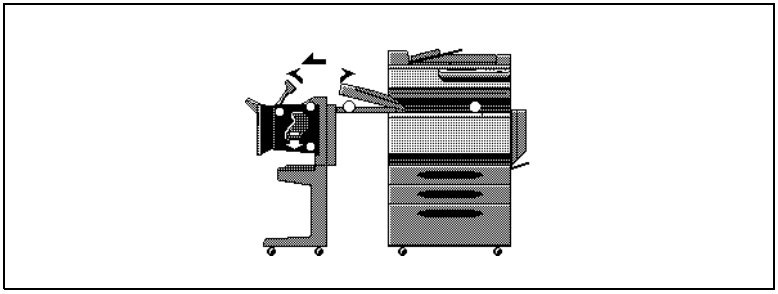


16 While holding misfeed-clearing guide FN6 open, pull out any paper.

17 Slide the finisher back against the copier.

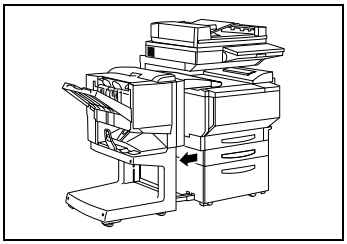


To clear a paper misfeed in finisher FN-8



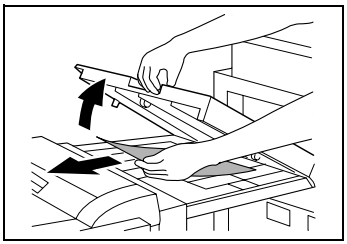
A flashing “O” indicates the location of the paper misfeed. In addition, a lit “O” indicates areas where paper may have been misfed and that should be checked.

1 Slide the finisher away from the copier.

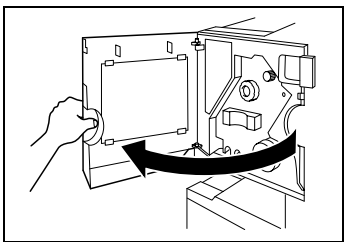


2 Open the cover of the horizontal transport unit.

3 Remove any paper, and then close the cover of the horizontal transport unit.

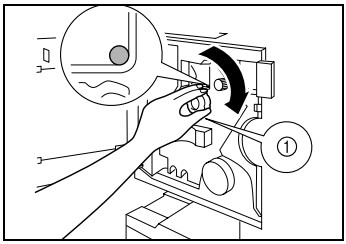


4 Open the front door of the finisher.

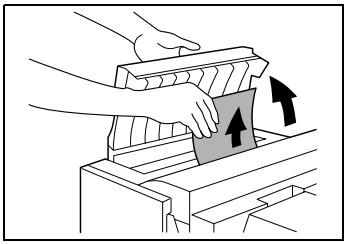


5 Turn misfeed-clearing dial ① clockwise until the removal indicator is completely blue.

- If the dial is turned too far, turn it counterclockwise to adjust it.
- If the message “Misfeed detected”. appears, be sure to perform these steps. If the paper is pulled out with too much force without performing these steps, the finisher may be damaged.

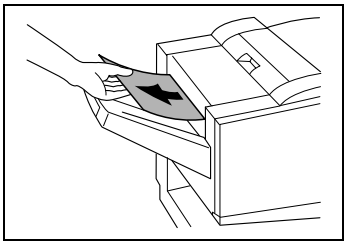


6 Open the upper door of the finisher, and then pull out any paper in the feed section.

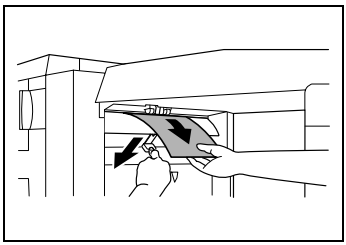


7 Close the upper door.

8 Pull out any paper fed into the output tray.

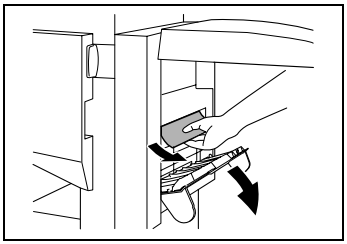


9 Open the feed guide for the finisher, and then remove any paper.



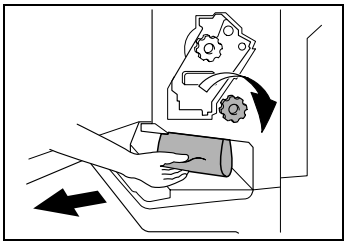
10 Open the transport guide, and then pull out any paper in the transport section.

- If the paper cannot easily be pulled out, stop trying to pull it out.
- Pulling out the paper with too much force may damage the folding unit.
- If the paper cannot be pulled out easily, turn the misfeed-clearing dial in the folding section as described in the following step, and then pull out the paper.



11 If the paper could not be removed in step 10, turn the misfeed-clearing dial in the folding section clockwise.

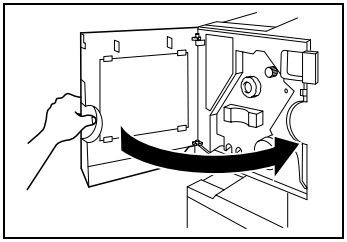
Feed the paper into the lower paper output tray, and then pull it out.



12 Close the front door of the finisher.

- Be careful that your fingers are not pinched when the front door is closed.

13 Slide the finisher back against the copier.

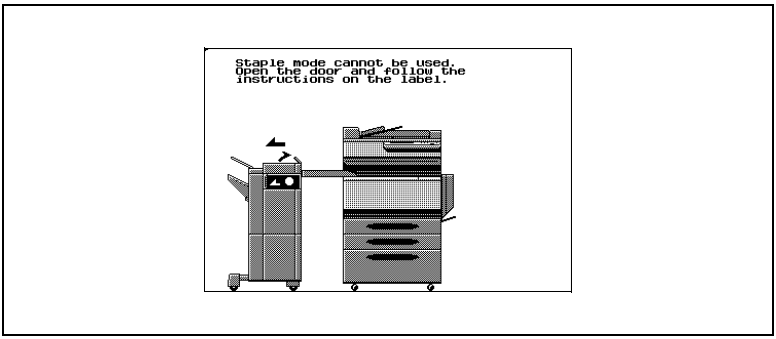


10.4 When the Message “Staple mode cannot be used.” Appears

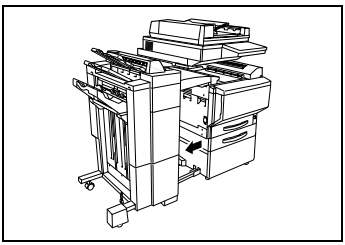
To clear jammed staples in FN-116

When a finisher is installed and the staples are jammed, the message shown below appears.

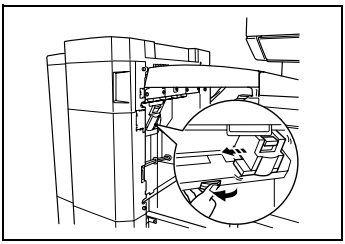
Follow the procedure below to clear the jammed staples.



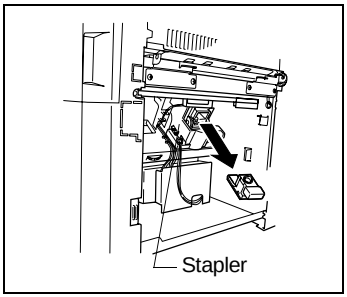
1 Slide the finisher away from the copier.



2 Turn the dial to the left in order to position the stapler at the center.

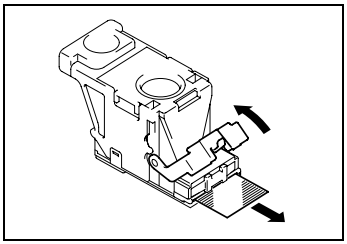


3 Pull the staple holder out toward you.



4 Push the staple holder guide up, and then pull out one sheet of staples.

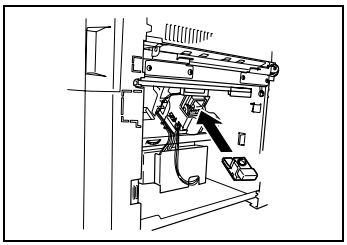
5 Move the guide back to its original position.



6 Insert the staple holder until it locks into place.

7 Slide the finisher back against the copier.

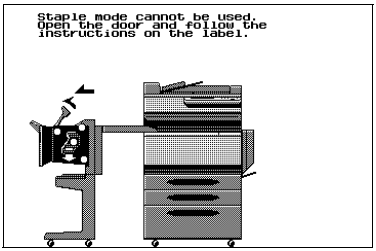
- If stapling still cannot be performed, even after performing the above procedure, contact your technical representative.



To clear jammed staples in FN-8

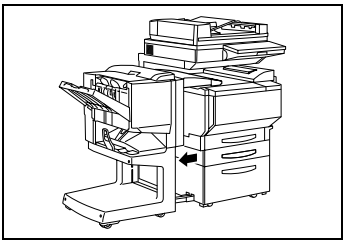
When a finisher is installed and the staples are jammed, the message shown below appears.

Follow the procedure below to clear the jammed staples.



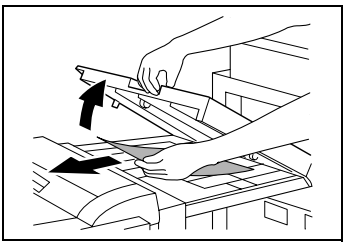
If the paper is pulled out in any way other than that described below, the stapler unit may be damaged.

1 Slide the finisher away from the copier.

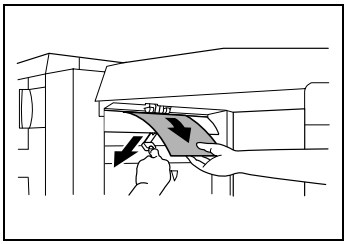


2 Open the cover of the horizontal transport unit.

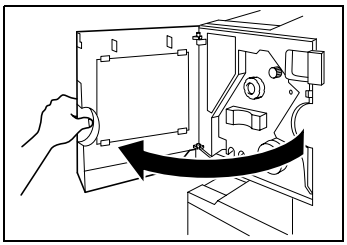
3 Remove any paper, and then close the cover of the horizontal transport unit.



4 Open the feed guide for the finisher, and then remove any paper.

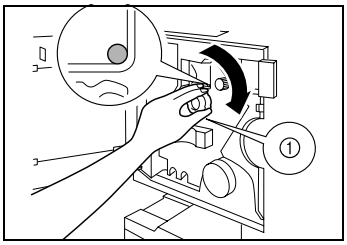


5 Open the front door of the finisher.

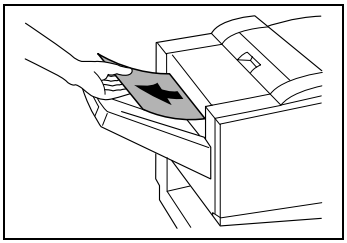


6 Turn misfeed-clearing dial ① clockwise until the removal indicator is completely blue.

- If the dial is turned too far, turn it counterclockwise to adjust it.
- If the message “Staple mode cannot be used.” appears, be sure to perform these steps. If the paper is pulled out with too much force without performing these steps, the finisher may be damaged.

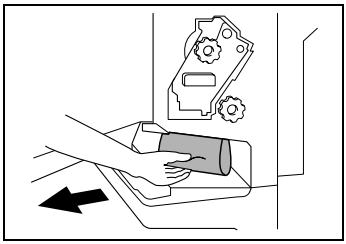


7 Pull out any paper fed into the output tray.

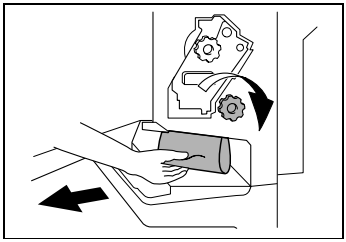


8 Open the transport guide, and then pull out any paper in the transport section.

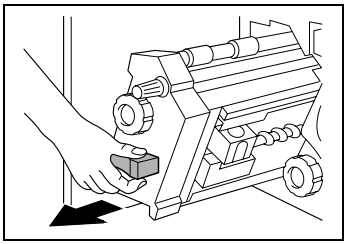
- If the paper cannot easily be pulled out, stop trying to pull it out. Pulling out the paper with too much force may damage the folding unit.
- If the paper cannot be pulled out easily, turn the misfeed-clearing dial in the folding section as described in the following step, and then pull out the paper.



9 Turn the misfeed-clearing dial in the folding section clockwise. Feed out into the lower output tray the paper that could not be fed out in step 8, and then pull out the paper.

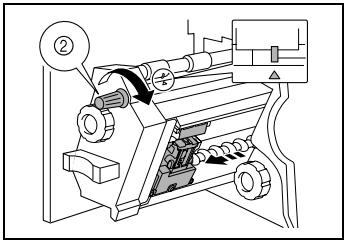


10 Slowly pull out the stapler unit as far as possible.

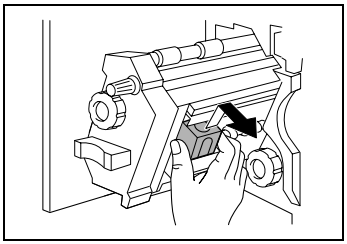


11 Turn misfeed-clearing dial ② clockwise until the cartridge removal indicators are aligned. The staple cartridge moves to a position from where it can be removed.

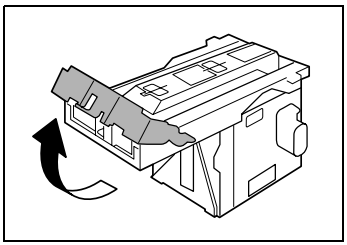
- If the dial is turned too far, turn it counterclockwise to adjust it so the cartridge removal indicators are aligned.



12 Grasp both sides of the staple cartridge, lift up the staple cartridge, and then pull it out.

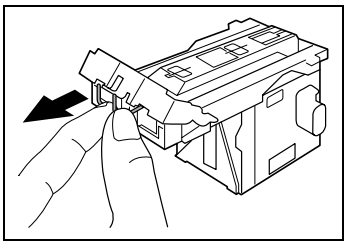


13 Swing open the shutter of the staple cartridge.



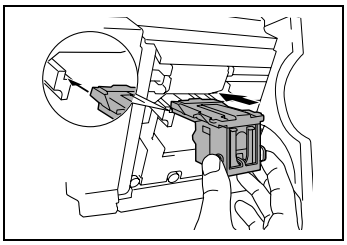
14 Pull out toward you the two staples jammed at the end of the staple cartridge.

- ❍ Be sure to remove two staples, otherwise stapling cannot continue correctly.



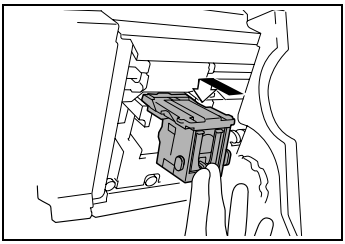
15 Return the shutter of the staple cartridge to its original position.

16 Insert the staple cartridge, making sure the tabs on the cartridge slide along the rails in the compartment.



17 Fully insert the staple cartridge so that it locks into place.

- ❍ Check that the staple cartridge is firmly installed.



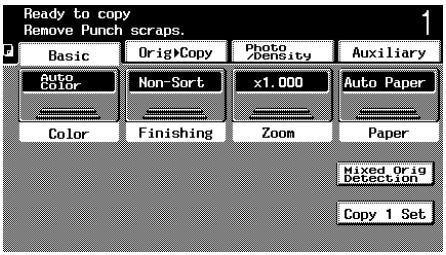
18 Carefully move the stapler unit back into its original position.

19 Close the front door.

20 Slide the finisher back against the copier.

10.5 When the Message “Remove Punch scraps.” Appears

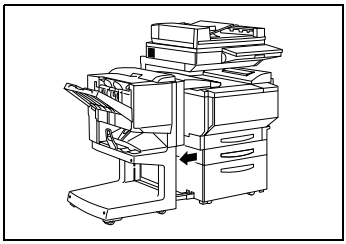
If the punch kit is installed in the finisher FN-8, the following message will appear when the hole-punch waste container is full.



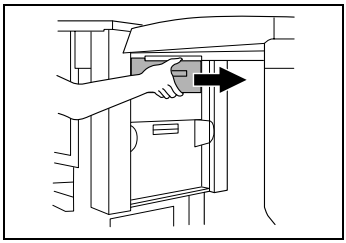
To empty the hole-punch waste container

Empty the hole-punch waste container, and then re-install it according to the following procedure.

1 Slide the finisher away from the copier.



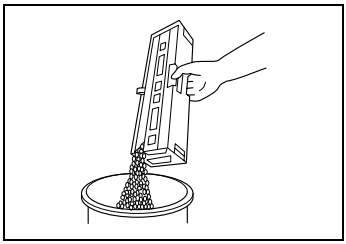
2 Pull out the hole-punch waste container.



3 Empty the container.

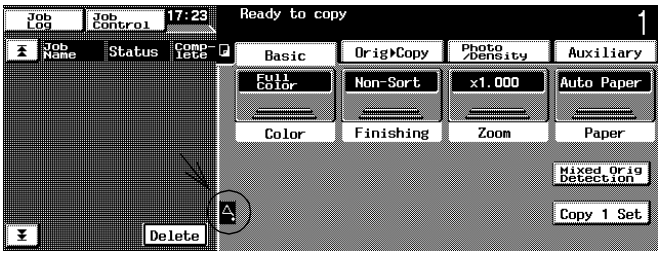
4 Insert the hole-punch waste container into its original position.

5 Slide the finisher back against the copier.



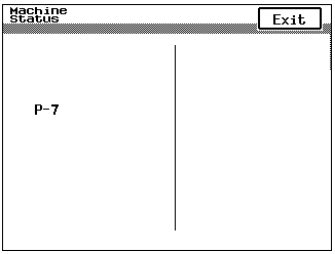
10.6 When the Inspection Mark "⚠" Appears

When the inspection mark (⚠) in the lower-left corner of the Basic screen appears, the image stabilization or printing or scanning functions of the copier have become unstable. Contact your technical representative.



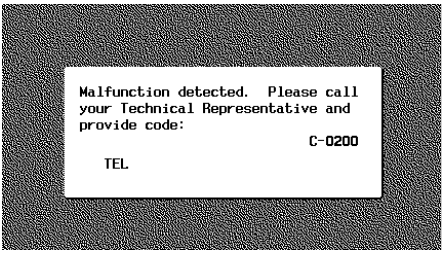
Note

Touching the inspection mark (⚠) that appears in the Basic screen displays a screen like that shown below. When contacting the technical representative, inform them of the numbers ("P-7" for the example below) listed in the screen that appears. Touching [Exit] in the top-right corner displays the Basic screen again.



10.7 When the Message “Malfunction detected.” Appears

When the message shown below appears in the touch panel, a malfunction has occurred within this copier. Contact your technical representative.



...

Note

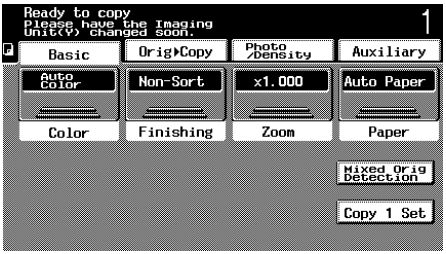
When contacting the technical representative, inform them of the code (“C-0200” for the example above) in the screen that appears.

10.8 When the Message “Please replace XXXXX.” Appears

When it is almost time to replace supplies or a part within this copier, a message like the one shown below appears in the touch panel, warning about the replacement period.

When the message appears, replace the supplies or unit according to your maintenance agreement.

In the example screen shown below, the imaging unit should be replaced soon.



Displayed Messages

- Advance warning message: When it is almost time to replace supplies or a part, the message “XXXXX needs to be replaced soon.” appears in the touch panel. Prepare the new supplies or part.
- Replacement warning message: After the advance warning message has appeared, about 1,000 copies can be made with the old supplies or part before the copier stops operating. (The number of copies depends on the selected copy settings and the supplies or part.) In addition, the message “Please replaced XXXXX.” appears in the touch panel followed by instructions for replacing the supplies or part.Replace the supplies or part according to the instructions that appear.

CAUTION

Used supplies or part

➔ In order to prevent the used supplies or part from dirtying anything, keep it in the box.

➔ Dispose of the used supplies or part according to your local requlations.

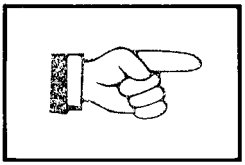
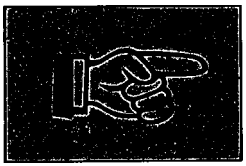
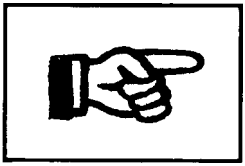
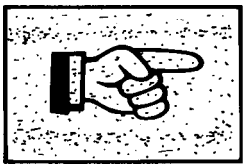
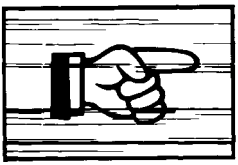
10.9 Other Messages

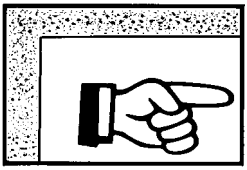
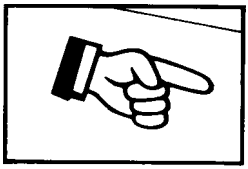
Message	Cause	Remedy
Original left on the Glass.	The document was left on the original glass.	Remove the document from the original glass.
Matching paper size is not available. Reselect the paper size.	Paper of a suitable size is not loaded in a paper drawer.	Either select a different copy size or manually feed paper of a suitable size.
Original's size cannot be detected. Reselect the paper size.	(1) The document is not positioned correctly. (2) A document with an unspecified size or with a size too small to be detected is loaded.	(1) Position the document correctly. (2) Select the correct paper size.
This mode cannot be selected with the XXXXXX.	Functions that cannot be used together are selected.	Make copies using only one of the functions.
The Exit Tray has reached its capacity.	Since the maximum amount of copies for the indicated finisher output tray has been exceeded, the copier is unable to make copies.	Remove all copies from the indicated tray.
Please input your 4-digit Access# and press the Access key.	Access codes have been specified. Copies cannot be made unless a specified access code is entered.	Enter your access code. (p. 3-38)
Your account has reached its maximum allowance.	The limit on the number of copies that can be made has been reached.	Contact your technical representative.
Section -> is open. Close it properly.	Since a copier door or cover is open or an option is not installed correctly, the copier is unable to make copies.	Make sure that all doors and covers are closed and that all options are installed correctly.
Please insert the Fusing Unit and close all doors.	The fusing unit is not installed correctly.	Reinstall the supplies or parts, or contact your technical representative.
Install the CF toner cartridge, and then move the lever to the correct position.	The indicated toner cartridge is not installed correctly.	
Please insert the Waste Toner Bottle and close all doors.	The waste-toner bottle is not installed correctly.	
Please insert the Image Transfer Belt Unit and close all doors.	The image transfer belt unit is not installed correctly.	
Replenish paper.	The indicated drawer has ran out of paper.	Load paper into the indicated drawer. (See "Loading Paper" on page 4-1.

Message	Cause	Remedy
CF Toner cartridge (X) needs to be replaced soon.	The toner for the indicated color is about to run out.	Replace the toner cartridge according to your maintenance agreement.
Toner X is empty.	Since the toner for the indicated color has run out, the copier is unable to make copies.	
Replace Staple Cartridge X.	The staples have run out.	Replace the staple cartridge. (p. 10-5)
Misfeed detected.	Since a paper misfeed occurred, the copier is unable to make copies.	Clear the paper misfeed. (p. 10-10)
Re-insert the following# of originals:	After clearing a paper misfeed, it is necessary to reload the documents that have already been fed through the document feeder.	Load the indicated document pages into the document feeder.
Malfunction detected. Call your Technical Rep. and provide code:	The copier malfunctioned and is unable to make copies.	Inform your technical representative of the code displayed on the touch panel.

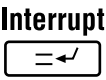
11 Troubleshooting

11.1 When the Print Quality Is Low

Symptom	Possible Cause	Remedy
The printed output is too light. 	The copy density is set too light.	Select a darker setting for the “Density” parameter. (See p. 6-32)
	The paper is damp.	Replace the paper. (See p. 4-1)
The printed output is too dark. 	The copy density is set too dark.	Select a lighter setting for the “Density” parameter. (See p. 6-32)
	The document is not pressed tight enough against the original glass.	Position the document so that it is pressed tightly against the original glass. (See p. 5-5)
The printed output is blurry. 	The paper is damp.	Replace the paper. (See p. 4-1)
	The document is not pressed tight enough against the original glass.	Position the document so that it is pressed tightly against the original glass. (See p. 5-5)
There are dark specks or spots throughout the printout. 	The original glass is dirty.	Wipe the glass with a soft dry cloth. (See p. 12-9)
	The document pad is dirty.	Clean the document pad with a soft cloth dampened with a mild detergent. (See p. 12-9)
	The original is very thin or highly translucent.	Place a blank sheet of paper over the document.
White or black lines on the printout. 	A double-sided document is being copied.	If a thin double-sided document is being copied, the information on the back side may be reproduced in the copy. Select a lighter setting for the “Background” parameter. (See p. 6-32)
	The electrostatic charger is dirty.	Use the charger cleaning tool to clean the electrostatic charger. (See page 12-11)

Symptom	Possible Cause	Remedy
The edge of the printed output is dirty. 	The document pad is dirty.	Clean the document pad with a soft cloth dampened with a mild detergent. (See p. 12-9)
	The selected paper size is larger than the document (with Zoom set to "× 1.000").	Select a paper size that is the same size as the document. (See p. 6-5) Otherwise, set Zoom to "Auto Size" to enlarge the copy to the selected paper size. (See p. 6-20)
	The orientation of the document is different from the orientation of the paper (with Zoom set to "× 1.000").	Select a paper size that is the same size as the document. Otherwise, select a paper orientation that is the same as that of the document.
	The copy was reduced to a size smaller than the paper (a CustomZoom setting was selected).	Select a zoom ratio that adjusts the document size to the selected paper size. (See p. 6-5) Otherwise, set Zoom to "Auto Size" to reduce the copy to the selected paper size. (See p. 6-20)
The image is not aligned properly on the paper. 	The document is not positioned correctly.	Correctly position the document against the document width scale. (See p. 5-5) Correctly load the document into the duplexing document feeder, and then slide the document guides against it. (See p. 5-5)
	The document is not positioned correctly in the duplexing document feeder.	Open the duplexing document feeder, and correctly position the document against the document width scale. (See p. 5-5)
	The original glass is dirty (while using the duplexing document feeder).	Wipe the glass with a soft dry cloth. (See p. 12-9)
	The document guides are not positioned along the edges of the paper.	Slide the document guides against the edges of the paper.
	Curled paper was loaded into the paper drawer.	Flatten the paper before loading it.

11.2 When the Copier Is Not Operating Correctly

Symptom	Possible Cause	Remedy
Nothing appears on the touch panel.	If only the indicator on the [Start] key is lit, the copier is in Energy Saver mode.	Press any key to cancel Energy Saver mode. (See p. 3-31)
	The contrast control knob for the touch panel has been set either too light or too dark.	While looking at the touch panel, adjust the contrast control knob. (See p. 3-26)
	The scanner power cord or the interface cable are disconnected.	Set the power switch for the copier to “O”, and then re-connect the scanner power cord and the interface cable.
The indicator on the [Start] key does not light up in green.	An access code has not been entered.	Enter the access code. (See p. 3-38)
Even though the [Start] key is pressed, no copies are made	The copy/print job is queued for printing.	Touch [Job Log] to check the jobs that are queued. Wait until printing begins.
	The copier is still warming up after just being turned on.	The copier takes about 5 minutes to warm up after it is turned on. Wait until the copier has finished warming up.
	The copier is malfunctioning	Follow any messages that appear on the touch panel.
Keys on the control panel do not respond.	If the indicator on the [Interrupt] key is lit, the copier is in Interrupt mode. 	Press the Interrupt key to cancel the mode. (See p. 3-33)
The copier cannot be turned on.	The power supply cord may have been unplugged from the electrical outlet.	Plug the power supply cord into an electrical outlet.
	The room’s circuit breaker was tripped.	Close the room’s circuit breaker.

12 Appendix

12.1 Specifications

Copier CF2002/CF3102

Specification	
Type	Desktop
Platen	Stationary
Photo conductor	OPC
Copying system	Dry-type electrophotographic method
Developing system	MTHG developing method
Fusing system	Belt-fixing
Resolution	Scanning: 600 dpi, Printing: 600 dpi × 1800 dpi equivalent
Document	• Types: Sheets, books, and other three-dimensional objects • Size: Maximum A3 • Weight: 2 kg
Paper types	Plain paper (64 to 90 g/m^2), thick paper 1* (91 to 150 g/m^2), thick paper 2* (151 to 209 g/m^2), thick paper 3* (210 to 256 g/m^2), overhead projector transparencies*, postcards*, envelopes, label sheets * Can only be fed through the 1st drawer or the manual bypass tray.
Paper sizes	• 1st drawer A3 Wide to A6 L (Width: 90 to 311 mm, Length: 140 to 457 mm) • 2nd drawer A3 L to B5 C/L • Manual bypass tray (Width: 90 to 311 mm, Length: 140 to 457 mm)
Paper capacity	• 1st drawer 250 sheets (when using 80 g/m^2 Plain paper) • 2nd drawer 500 sheets (when using 80 g/m^2 Plain paper) • Manual bypass tray 1 sheet (plain paper, thick paper 1, thick paper 2, thick paper 3, overhead projector transparency, or postcard)
Warm-up time	Less than 5 minutes at room temperature (20°C)
Lost image	Leading edge: 5 mm (1/4 in.) Trailing edge: 3 mm (1/8 in.) Rear edge: 3 mm (1/8 in.) Font edge: 3 mm (1/8 in.)

Specification	
First copy (CF2002)	Full color: Less than 14.1 seconds Black: Less than 7.9 seconds (for A4 C paper loaded into the 1st drawer)
First copy (CF3102)	Full color: Less than 9.9 seconds Black: Less than 7.9 seconds (for A4 C paper loaded into the 1st drawer)
Copy speed (CF2002)	Full color/Black: A4 C: 20 sheets/min. B4 L: 12 sheets/min. A3 L: 10 sheets/min.
Copy speed (CF3102)	Full color/Black: A4 C: 31 sheets/min. B4 L: 18 sheets/min. A3 L: 15 sheets/min.
Magnification ratios	• Full size: × 1.000 • Enlargement ratios: × 1.154, × 1.414 and × 2.000 • Reduction ratios: × 0.816, × 0.707, × 0.500, minimal (× 0.930) • Zoom ratios: × 0.250 to × 4.000 (in × 0.001 increments), and 3 memory zoom ratios
Multiple copies	1 to 999 sheets
Density control	Automatic and manual
Power requirements	110/120/127 V: 15 A 60 Hz 220-240 V: 10 A 50/60 Hz
Power consumption	Less than 1.5 kW
Dimensions	Scanner: 589 mm (width) × 730 mm (depth) × 152 mm (height) Printer: 596 mm (width) × 730 mm (depth) × 571 mm (height)
Space requirements	642 mm (width) × 792 mm (depth) (with the copier stand installed)
Memory	Optional (M128-2)
Weight	Scanner: 19.5 kg Printer: 85 kg (with all four imaging units installed)
First copy	Full color: Less than 15 seconds Black: Less than 12 seconds (for A4 C paper loaded into the 1st drawer)

Duplex Unit AD-14

Specification	
Paper type	Plain paper (64 to 90 g/m^2)
Paper size	A3 Wide L, A3 L, B4 L, A4 L/C, B5 L/C
Power requirements	Supplied by copier
Power consumption	Less than 17 W
Dimensions	139 mm (width) × 440 mm (depth) × 365 mm (height)
Weight	About 3.1 kg

Duplexing Document Feeder AFR-18

Specification	
Document feed methods	• Plain paper: Single-sided and double-sided documents • Thick paper: Plain paper 129 to 210 g/m^2 • “Mixed Orig Detection” function: Various sizes of single-sided and double-sided documents
Document paper type	Single-sided: 50 to 110 g/m^2 Double-sided or “Mixed Orig Detection” function: 64 to 90 g/m^2
Document paper size	Single-sided/double-sided documents: A3 L to A5 L Mixed document sizes: Refer to Table 1.
Capacity of document feeder	Single-sided/double-sided documents: Less than 50 sheets (80 g/m^2) Mixed document sizes: Less than 50 sheets (80 g/m^2)
Power requirements	Supplied by copier
Power consumption	Less than 60 W
Dimensions	586 mm (width) × 519 mm (depth) × 135 mm (height) (not including the document output tray)
Weight	Less than 13 kg

Table 1: Possible combinations for mixed original paper sizes

Document width ÆØ Document sizes	A3 L	A4 C	B4 L	B5 C	A4 L	A5 C	B5 L	A5 L
A3 L	○	○	—	—	—	—	—	—
A4 C	○	○	—	—	—	—	—	—
B4 L	○	○	○	○	—	—	—	—
B5 C	○	○	○	○	—	—	—	—
A4 L	○	○	○	○	○	○	—	—
A5 C	○	○	○	○	○	○	—	—
B5 L	—	—	○	○	○	○	○	—
A5 L	—	—	—	—	—	—	○	○

○: Available

— : Not Available

Paper Feed Unit PF-118

Specification	
Paper type	Plain paper (64 to 90 g/m^2)
Paper size	A3 L, B4 L, A4 L/C, B5 L/C
Paper capacity	500 sheets (80 g/m^2)
Power requirements	Supplied by copier
Power consumption	Less than 15 W
Dimensions	535 mm (width) × 568 mm (depth) × 137 mm (height)
Weight	About 8.5 kg

Large Capacity Cabinet PF-121

Specification	
Paper type	Plain paper (64 to 90 g/m^2)
Paper size	A4 C, B5 C
Paper capacity	2,500 sheets (80 g/m^2)
Power requirements	Supplied by copier
Power consumption	Less than 45 W
Dimensions	535 mm (width) × 568 mm (depth) × 284 mm (height)
Weight	About 16.7 kg

Finisher FN-8

Specification	
Output trays	Paper output tray and lower paper output tray
Settings	• Normal functions: “Non-sort”, “Sort”, “Sort”/“Staple” and “Saddle Staple” settings • Hole-punch functions: “Non-sort”/“Punch”, “Sort”/“Punch” and “Sort”/“Staple”/“Punch” settings
Paper type	• Paper output tray: “Non-sort” setting: Plain paper (64 to 90 g/m^2), thick paper 1(91 to 150 g/m^2), thick paper 2 (151 to 209 g/m^2), thick paper 3 (210 to 256 g/m^2), postcards, envelopes, label sheets, overhead projector transparencies “Sort” and “Sort”/“Staple” settings: Plain paper (64 to 90 g/m^2) • Lower paper output tray: Plain paper (64 to 90 g/m^2)
Paper size	• Paper output tray: “Non-sort” setting: A4 L/C, A3 L, A3 Wide L “Sort” setting: A4 L/C, A3 L “Sort”/“Staple” setting: A4 L/C, A3 L “Punch” setting: A4 C, A3 L • Lower paper output tray: A4 L, A3 L
Paper capacity	• Paper output tray: Plain paper (64 to 90 g/m^2): 1,000 sheets of A4 L-size paper or smaller, or 500 sheets of B4 L-size paper or large Thick paper 1, 2 and 3 (91 to 256 g/m^2): Maximum 20 sheets; Postcards/envelopes/overhead projector transparencies/label sheets: Maximum 20 sheets • Lower paper output tray: 10 copies (6 to 10 bound pages) 20 copies (2 to 5 bound pages)
“Staple” setting	Paper sizes (no. of bound pages): A4 L/C, A3 L (Densely printed paper: 2 to 20 sheets)
“Punch” setting	Paper sizes: A4 C, A3 L Number of punched holes: 4
Power requirements	Supplied by copier (Punch kit: supplied by finisher)
Power consumption	Less than 65 W
Dimensions	601 mm (width) × 603 mm (depth) × 933 mm (height)
Weight	About 41.6 kg
Accessories	1 staple cartridge (5,000 staples for 50 sheets)

Finisher FN-116

Specification	
No. of bins	Non-sort tray, Elevated tray
Settings	• When copying: “Non-sort” setting • When printing: “Non-sort”, “Sort”, “Group” and “Staple” settings
Paper type	• Non-sort tray: “Non-sort” setting: Plain paper (64 to 90 g/m^2), Thick 1 (91 to 150 g/m^2), Thick 2 (151 to 209 g/m^2), Thick 3 (210 to 256 g/m^2), overhead projector transparencies, postcards, envelopes, and label sheets • Elevated tray “Sort”/“Group” settings: Plain paper (64 to 90 g/m^2) “Staple” setting: Plain paper (64 to 90 g/m^2)
Paper size	• Non-sort tray: A4 L/C, A3 L, A3 Wide L • Elevated tray: A4 L/C, A3 L
Paper capacity	• Non-sort tray: Plain paper (80 g/m^2): Maximum 250 sheets Thick paper: Maximum 20 sheets Overhead projector transparencies: postcards, envelope, label sheets: Maximum 20 sheets • Elevated tray: Plain paper (80 g/m^2): Maximum 1,000 sheets A4 L-size paper or smaller; Maximum 500 sheets B4 L-size paper or larger
“Staple” setting	Paper size: A3 L, A4 L/C Number of sheets bound: 2 to 30 sheets (2 to 20 sheets with densely printed paper)
Power requirements	Supplied by copier
Power consumption	Less than 63 W
Dimensions	538 mm (width) × 637 mm (depth) × 978 mm (height)
Weight	About 35.5 kg
Accessories	1 staple cartridge (3,000 staples)

Option Tray

Specification	
Setting	Option Tray
Paper type	Plain paper (64 to 90 g/m^2): Thick 1 (91 to 150 g/m^2), Thick 2 (151 to 209 g/m^2), Thick 3 (210 to 256 g/m^2), overhead projector transparencies, postcards, envelopes, and label sheets
Paper size	A4 L/C, A3 L
Paper capacity	A4 C: 100 sheets, Except A4 C: 50 sheets
Dimensions	341 mm (width) × 527 mm (depth) × 149 mm (height)
Weight	About 1.75 kg

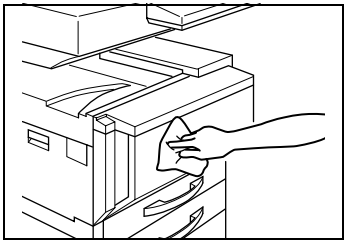
12.2 Care of the Copier

Cleaning

Set the power switch of the copier to “O” before cleaning it.

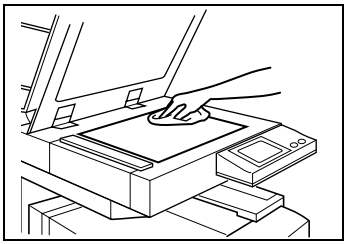
Housing cover

➜ Clean the surface of the housing cover by wiping it with a soft cloth dampened with a mild household detergent.



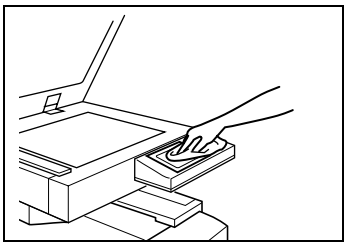
Original glass

➜ Clean the original glass by wiping it with a soft, dry cloth.



Operation panel

➜ Clean the operation panel by wiping it with a soft, dry cloth.

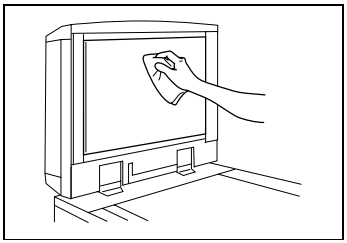


Note

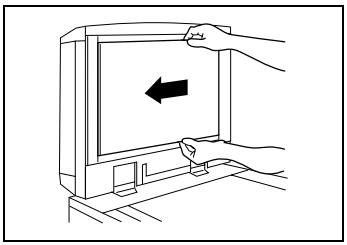
Pressing too hard on the operation panel or the touch panel may damage them. In addition, never use mild household detergent or glass cleaner to clean the operation panel or touch panel.

Document transfer belt

1 Clean the document transfer belt by wiping it with a soft cloth dampened with a mild household detergent.



2 Carefully slide the belt to the left to expose a hidden area of the belt.

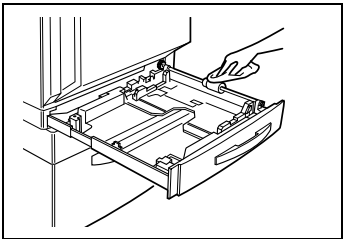


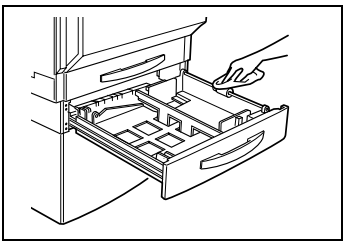
3 Clean the newly exposed surface of the belt by wiping it with a soft cloth dampened with a mild household detergent (as in step 1).

4 Repeat the above steps until the entire surface of the document transfer belt has been wiped clean.

Paper take-up roller

➜ Clean the paper take-up roller by wiping it with a soft, dry cloth.



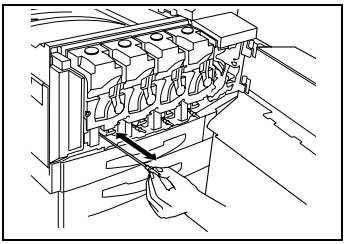


Electrostatic charger

If the Electrostatic charger is dirty, streaks will appear through the copies. If this occurs, clean the charger according to the following procedure.

1 Open the front door

2 Slowly pull out the charger-cleaning tool as far as possible, and then slowly push in the charger -cleaning tool as much as possible.
Repeat this step three times.
Perform tis operation with each charger-cleaning tool.



3 Securely insert each charger-cleaning tool, and then close the front door.

12.3 Function Combination Table

Function Combination Table

↓ Setting selected first	Setting selected later →	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
			Document		Color mode			Paper				Paper type/attribute												Zoom					
		Copies	Duplexing document feeder	Original glass	Auto Color	Full Color	Black	Auto Paper	MPC	Paper feed unit/Large-capacity	Manual bypass tray	Paper type/Standard + Double-sided	Paper type/Thick paper1	Paper type/Thick paper1 + Double-sided	Paper type/Thick paper2	Paper type/Thick paper2 + Double-sided	Paper type/Thick paper3	Paper type/Thick paper3 + Double-sided	Paper type/Overhead projector transparencies	Paper type/Envelopes	Paper Attribute/Recycled	Paper Attribute/Special	Paper Attribute/Single-sided	Auto Size	Full size	Scaling	Custom zoom	Input	Vertical/horizontal scaling
1	Copies		○	○	○	○	○	○	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
2	Duplexing document feeder	○		–	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
3	Original glass	○	–		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
4	Auto Color	○	○	○		▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
5	Full Color	○	○	○	▼		▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
6	Black	○	○	○	▼	▼		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
7	Auto Paper	○	○	○	○	○	○		▼	▼	▼	–	–	–	–	–	–	–	–	–	–	–	–	○	▼	○	○	○	▼
8	MPC	○	○	○	○	○	○	▼		▼	▼	○	○	○	○	○	○	○	○	○	–	–	–	–	○	○	○	○	○
9	Paper feed unit/Large-capacity cabinet	○	○	○	○	○	○	▼	▼		▼	–	–	–	–	–	–	–	–	–	○	○	○	○	○	○	○	○	○
10	Manual bypass tray	▽	○	○	○	○	○	▼	▼	▼		○	○	○	○	○	○	○	○	○	–	–	–	–	○	○	○	○	○
11	Paper type/Standard Double-sided	○	○	○	○	○	○	–	○	–	○		–	–	–	–	–	–	–	–	–	–	–	–	○	○	○	○	○
12	Paper type/Thick paper1	○	○	○	○	○	○	–	○	–	○	–		–	–	–	–	–	–	–	–	–	–	–	○	○	○	○	○
13	Paper type Thick paper1 + Double-sided	○	○	○	○	○	○	–	○	–	○	–	–		–	–	–	–	–	–	–	–	–	–	○	○	○	○	○
14	Paper type/Thick paper2	○	○	○	○	○	○	–	○	–	○	–	–	–		–	–	–	–	–	–	–	–	–	○	○	○	○	○
15	Paper type Thick paper2 + Double-sided	○	○	○	○	○	○	–	○	–	○	–	–	–	–		–	–	–	–	–	–	–	–	○	○	○	○	○
16	Paper type/Thick paper3	○	○	○	○	○	○	–	○	–	○	–	–	–	–	–		–	–	–	–	–	–	–	○	○	○	○	○
17	Paper type Thick paper3 + Double-sided	○	○	○	○	○	○	–	○	–	○	–	–	–	–	–	–		–	–	–	–	–	–	○	○	○	○	○
18	Paper type Overhead projector transparencies	○	○	○	○	○	○	–	○	–	○	–	–	–	–	–	–	–		–	–	–	–	–	○	○	○	○	○
19	Paper type/Envelopes	○	○	○	○	○	○	–	○	–	○	–	–	–	–	–	–	–	–		–	–	–	–	○	○	○	○	○
20	Paper Attribute/Recycled paper	○	○	○	○	○	○	–	–	○	–	–	–	–	–	–	–	–	–	–		–	–	–	○	○	○	○	○
21	Paper Attribute/High quality paper	○	○	○	○	○	○	–	–	○	–	–	–	–	–	–	–	–	–	–	–		–	–	○	○	○	○	○
22	Paper Attribute/ ingle-sided only	○	○	○	○	○	○	○	–	○	–	–	–	–	–	–	–	–	–	–	–	–		–	○	○	○	○	○
23	Auto Size	○	○	○	○	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		▼	▼	▼	▼
24	Scaling	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼		▼	▼	▼
25	Full size	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼		▼	▼
26	Custom zoom	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼	▼		▼
27	Input	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼	▼	▼	
28	Vertical/horizontal scaling	○	○	○	○	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼	▼	▼	
29	Density setting	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
30	Auto background density	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
31	Background density setting	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
32	Text only	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
33	Text and images	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
34	Map	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
35	Photographs	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
36	Printed photos	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
37	Copied Image	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
38	Glossy Mode	○	○	○	○	○	○	○	○	○	○	○	△	△	△	△	△	△	△	△	○	○	○	○	○	○	○	○	○
39	Single sided documents	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
40	Double-sided documents	○	○	○	○	○	○	○	○	○	④	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
41	Book/Separation	○	①	○	○	○	△	○	○	④		○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○
42	Book/Spread	○	①	○	○	○	△	○	○	④		○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○
43	Document orientation	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
44	Book Erase	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
45	Single-sided print	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
46	Double-sided print	○	○	○	○	○	○	○	○	④	⑧	⑧	⑧	⑧	⑧	⑧	⑧	⑧	⑧	⑧	○	○	⑧	○	○	○	○	○	○
47	Single-sided 2in1	○	○	○	○	○	○	○	○	④		○	○	○	○	○	○	○	○	○	○	○		○	○	○	○	○	△
48	Double-sided 2in1	○	○	○	○	○	○	○	○	④	⑧	⑧	⑧	⑧	⑧	⑧	⑧	⑧	⑧	⑧	○	○	⑧	○	○	○	○	○	△
49	Single-sided 4in1	○	○	○	○	○	○	○	○	④		○	○	○	○	○	○	○	○	○	○	○		○	○	○	○	○	△

		Density										Original mode					Copy mode								Finishing						Auxil-iary		
	Setting selected later →	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
↓ Setting selected first		Density setting	Auto background density	Background density setting	Text only	Text and images	Maps	Photographs	Printed photos	Copied Image	Glossy Mode	Single sided documents	Double sided documents	Book/Separation	Book/Spread	Document orientation	Book Erase	Single-sided print	Double-sided print	Single-sided 2in1	Double-sided 2in1	Single-sided 4in1	Double-sided 4in1	Booklet binding	Booklet binding + Binding	Non-Sort	Sort	Corner stapling	Double side stapling	Hole punching	OHP Interleaving	Film Margin	Frame Erase
1	Copies	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○
2	Duplexing document feeder	○	○	○	○	○	○	○	○	○	○	○	○	○	①	①	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
3	Original glass	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
4	Auto Color	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
5	Full Color	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
6	Black	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
7	Auto Paper	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○
8	MPC	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
9	Paper feed unit Large-capacity cabinet	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
10	Manual bypass tray	○	○	○	○	○	○	○	○	○	○	○	△	△	△	○	○	△	△	△	△	△	△	△	△	○	△	△	△	㉖	○	○
11	Paper type/Standard + Double-sided	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	○	△	○	△	△	△	○	○	○	○	○	○	○	○
12	Paper type/Thick paper1	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	△	○	△	○	△	△	△	○	○	△	△	○	○	○	○
13	Paper type/Thick paper1 + Double-sided	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	△	○	△	○	△	△	△	○	○	△	△	○	○	○	○
14	Paper type/Thick paper2	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	△	○	△	○	△	△	△	○	○	△	△	○	○	○	○
15	Paper type/Thick paper2 + Double-sided	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	△	○	△	○	△	△	△	○	○	△	△	○	○	○	○
16	Paper type/Thick paper3	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	△	○	△	○	△	△	△	○	○	△	△	○	○	○	○
17	Paper type/Thick paper3 + Double-sided	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	△	○	△	○	△	△	△	○	○	△	△	○	○	○	○
18	Paper type/Overhead projector transparencies	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	△	○	△	○	△	△	△	○	○	△	△	△	○	○	○
19	Paper type/Envelopes	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	△	○	△	○	△	△	△	○	○	△	△	△	○	○	○
20	Paper Attribute/Recycled paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
21	Paper Attribute/High quality paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
22	Paper Attribute/Single sided only	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	○	△	○	△	△	△	○	○	○	○	○	○	○	○
23	Auto Size	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
24	Scaling	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
25	Full size	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
26	Custom zoom	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
27	Input	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
28	Vertical/horizontal scaling	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼	▼	▼	▼	▼	○	○	○	○	○	○	○	○
29	Density setting		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
30	Auto background density	○		▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
31	Background density setting	○	▼		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
32	Text only	○	○	○		▼	▼	▼	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
33	Text and images	○	○	○	▼		▼	▼	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
34	Map	○	○	○	▼	▼		▼	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
35	Photographs	○	○	○	▼	▼	▼		▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
36	Printed photos	○	○	○	▼	▼	▼	▼		▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
37	Copied Image	○	○	○	▼	▼	▼	▼	▼		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
38	Glossy Mode	○	○	○	○	○	○	○	○	○		○	○	○	○	○	○	○	△	○	△	○	△	△	△	○	○	△	△	○	○	○	○
39	Single sided documents	○	○	○	○	○	○	○	○	○	○		▼	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
40	Double-sided documents	○	○	○	○	○	○	○	○	○	○	▼		▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
41	Book/Separation	○	○	○	○	○	○	○	○	○	○	▼	▼		▼	▽	▽	○	○	○	▼	▼	▼	▼	▼	○	○	○	○	○	○	○	△
42	Book/Spread	○	○	○	○	○	○	○	○	○	○	▼	▼	▼		▽	▽	○	○	▼	▼	▼	▼	▼	▼	○	○	○	○	○	▼	○	△
43	Document orientation	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
44	Book Erase	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼	○		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
45	Single-sided print	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		▼	▼	▼	▼	▼	▼	▼	○	○	○	○	○	○	○	○
46	Double-sided print	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	▼		▼	▼	▼	▼	▼	▼	○	○	○	○	○	○	○	○
47	Single-sided 2in1	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼	○	○	▼	▼		▼	▼	▼	▼	▼	○	○	○	○	○	▼	○	○
48	Double-sided 2in1	○	○	○	○	○	○	○	○	○	△	○	○	▼	▼	○	○	▼	▼	▼		▼	▼	▼	▼	○	○	○	○	○	▼	○	○
49	Single-sided 4in1	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼	○	○	▼	▼	▼	▼		▼	▼	▼	○	○	○	○	○	▼	○	○

		Creation												Mixed orig-inals								Color Adjustment									
	Setting selected later →	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89
← Setting selected first		Image Repeat	Mirror Image	Distribution	Postcard	Multi-Page Enlargement	Image Adjust	Monotone	Background Color	Neg. Pos. Reverse	Color Separation/Black	Color Separation/Each	Mixed Orig Detection	Separate Scan	Interrupt	Color Adjustment/Portrait	Color Adjustment/Red	Color Adjustment/Blue	Color Adjustment/Green	Color Adjustment/Hue	Color Adjustment/Saturation	Color Adjustment/Brightness	Color Adjustment/Sharpness	Color Adjustment/Color Balance	Color Adjustment/Density	Color Adjustment/Contrast	Color Adjustment/Test Print	Centering	Job Memory Input	Copy Program Recall
1	Copies	○	○	○	○	▼	○	○	○	○	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
2	Duplexing document feeder	○	○	○	①	①	①	○	○	○	①	①	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	–	○
3	Original glass	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○
4	Auto Color	○	○	○	○	○	○	▼	▼	○	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
5	Full Color	○	○	○	○	○	○	○	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
6	Black	○	○	○	○	○	○	▼	▼	○	○	▼	○	○	○	△	△	△	△	△	△	○	○	△	○	○	○	○	○	▼
7	Auto Paper	▼	○	○	▼	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
8	MPC	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
9	Paper feed unit/Large-capacity cabinet	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
10	Manual bypass tray	○	○	○	△	△	○	○	○	○	△	△	○	○	③	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
11	Paper type/Standard + Double-sided	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	○	▼
12	Paper type/Thick paper1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	○	▼
13	Paper type/Thick paper1 + Double-sided	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	○	▼
14	Paper type/Thick paper2	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	○	▼
15	Paper type/Thick paper2 + Double-sided	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	○	▼
16	Paper type/Thick paper3	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	○	▼
17	Paper type/Thick paper3 + Double-sided	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	○	▼
18	Paper type/Overhead projector transparencies	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	○	▼
19	Paper type/Envelopes	△	○	△	△	△	○	○	△	△	△	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	○	▼
20	Paper Attribute/Recycled paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	○	▼
21	Paper Attribute/High quality paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	○	▼
22	Paper Attribute/Single-sided only	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼
23	Auto Size	▼	○	○	▼	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
24	Scaling	○	○	○	▼	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼
25	Full size	○	○	○	▼	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
26	Custom zoom	○	○	○	▼	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
27	Input	○	○	○	▼	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
28	Vertical/horizontal scaling	○	○	○	▼	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
29	Density setting	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼	▼	○	○	○	○	○	▼	○	○	○	○	▼
30	Auto background density	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼
31	Background density setting	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼
32	Text only	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼
33	Text and images	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼
34	Map	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼
35	Photographs	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼
36	Printed photos	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼
37	Copied Image	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼
38	Glossy Mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
39	Single-sided documents	○	○	○	○	○	○	○	○	○	○	○	⑤	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼
40	Double sided documents	○	○	○	▼	▼	▼	○	○	○	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
41	Book/Separation	▼	△	○	▼	▼	▼	○	○	○	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
42	Book/Spread	▼	△	○	▼	▼	▼	○	○	○	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
43	Document orientation	⑦	○	○	⑦	⑦	⑦	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
44	Book Erase	⑦	○	○	⑦	⑦	⑦	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
45	Single-sided print	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼
46	Double-sided print	▼	○	○	▼	▼	▼	○	○	○	▼	▼	⑤	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
47	Single-sided 2in1	▼	○	○	▼	▼	▼	○	○	○	▼	▼	△	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
48	Double-sided 2in1	▼	○	○	▼	▼	▼	○	○	○	▼	▼	△	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
49	Single sided 4in1	▼	○	○	▼	▼	▼	○	○	○	▼	▼	△	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼

			Document		Color mode			Paper			Paper type/attribute											oom					
	Setting selected later →	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
← Setting selected first		Copies	Duplexing document feeder	Original glass	Auto Color	Full Color	Black	Auto Paper	MPC	Paper feed unit/Large-capacity	Manual bypass tray	Paper type/Standard + Double-sided	Paper type/Thick paper1	Paper type/Thick paper1 + Double-sided	Paper type/Thick paper2	Paper type/Thick paper2 + Double-sided	Paper type/Thick paper3	Paper type/Thick paper3 + Double-sided	Paper type/Overhead projector transparencies	Paper type/Envelopes	Paper Attribute/Recycled	Paper Attribute/Special	Paper Attribute/Single-sided	Auto Size	Full size	Scaling	Custom zoom	Input	Vertical/horizontal scaling
50	Double-sided 4in1	○	○	○	○	○	○	○	○	○	④	⑧	⑧	⑧	⑧	⑧	⑧	⑧	⑧	⑧	○	○	⑧	○	○	○	○	○	△
51	Booklet binding	○	○	○	○	○	○	○	○	○	④	⑧	⑧	⑧	⑧	⑧	⑧	⑧	⑧	⑧	○	○	⑧	○	○	○	○	○	△
52	Booklet binding + Binding	○	○	○	○	○	○	○	○	○	④	⑧	⑧	⑧	⑧	⑧	⑧	⑧	⑧	⑧	○	○	⑧	○	○	○	○	○	△
53	Non-Sort	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
54	Sort	○	○	○	○	○	○	○	○	○	④	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
55	Sort	○	○	○	○	○	○	○	○	○	④	○	△	△	△	△	△	△	△	△	○	○	○	○	○	○	○	○	○
56	Double side stapling	○	○	○	○	○	○	○	○	○	④	○	△	△	△	△	△	△	△	△	○	○	○	○	○	○	○	○	○
57	Hole-punching	○	○	○	○	○	○	○	○	○	④	○	○	○	○	○	△	△	△	△	○	○	○	○	○	○	○	○	○
58	OHP Interleaving	▽	○	○	○	○	○	△	○	○	④	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○
59	File Margin	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
60	Frame Erase	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
61	Image Repeat	○	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	△	○	○	○	○	○
62	Mirror Image	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
63	Distribution	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○
64	Postcard	○	①	○	○	○	○	△	○	○	④	○	○	○	○	○	○	○	○	△	○	○	○	△	△	△	△	△	△
65	Multi-Page Enlargement	▽	①	○	○	○	○	○	○	○	④	○	○	○	○	○	○	○	○	△	○	○	○	△	△	△	△	△	△
66	Image Adjust	○	①	○	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	△	△	△	△	△
67	Monotone	○	○	○	△	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
68	Background Color	○	○	○	△	○	△	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○
69	Neg. Pos. Reverse	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○
70	Color Separation/Black	▽	①	○	△	△	○	○	○	○	④	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○
71	Color Separation/Each	▽	①	○	△	○	△	○	○	○	④	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○
72	Mixed Orig Detection	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
73	Separate Scan	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
74	Interrupt	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
75	Color Adjustment/Portrait	○	○	○	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
76	Color Adjustment/Red	○	○	○	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
77	Color Adjustment/Blue	○	○	○	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
78	Color Adjustment/Green	○	○	○	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
79	Color Adjustment/Hue	○	○	○	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
80	Color Adjustment/Saturation	○	○	○	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
81	Color Adjustment/Brightness	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
82	Color Adjustment/Sharpness	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
83	Color Adjustment/Color Balance	○	○	○	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
84	Color Adjustment/Density	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
85	Color Adjustment/Contrast	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
86	Color Adjustment/Test Print	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽
87	Centering	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
88	Job Memory Input	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
89	Copy Program Recall	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
90	Copy track	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
91	Data Terminal	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

		Density										Original mode					Copy mode								Finishing						Auxil-iary		
	Setting selected later →	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
← Setting selected first		Density setting	Auto background density	Background density setting	Text only	Text and images	Maps	Photographs	Printed photos	Copied Image	Glossy Mode	Single-sided documents	Double-sided documents	Book/Separation	Book/Spread	Document orientation	Book Erase	Single-sided print	Double-sided print	Single-sided 2in1	Double-sided 2in1	Single-sided 4in1	Double-sided 4in1	Booklet binding	Booklet binding + Binding	Non-Sort	Sort	Corner stapling	Double side stapling	Hole-punching	OHP Interleaving	File Margin	Frame Erase
50	Double-sided 4in1	○	○	○	○	○	○	○	○	○	△	○	○	▼	▼	○	○	▼	▼	▼	▼	▼	＼	▼	▼	○	○	○	○	○	▼	○	○
51	Booklet binding	○	○	○	○	○	○	○	○	○	△	○	○	▼	▼	○	○	▼	▼	▼	▼	▼	▼	＼	－	△	○	△	△	△	▼	○	○
52	Booklet binding + Binding	○	○	○	○	○	○	○	○	○	△	○	○	▼	▼	○	○	▼	▼	▼	▼	▼	▼	－	＼	△	○	△	—	△	△	○	○
53	Non-Sort	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼	＼	▼	○	○	○	○	○	○
54	Sort	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	＼	＼	○	○	○	○	○	○
55	Sort	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼	○	○	＼	▼	○	△	○	○
56	Double side stapling	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼	○	○	▼	＼	○	△	○	○
57	Hole-punching	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼	○	○	○	○	＼	△	○	○
58	OHP Interleaving	○	○	○	○	○	○	○	○	○	△	○	○	△	△	○	○	△	△	△	△	△	△	△	△	○	○	△	△	＼	○	○
59	File Margin	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	＼	○
60	Frame Erase	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	＼
61	Image Repeat	○	○	○	○	○	○	○	○	○	○	○	○	△	△	⑦	⑦	○	△	△	△	△	△	△	△	○	○	△	△	△	△	△	○
62	Mirror Image	○	○	○	○	○	○	○	○	○	○	○	○	△	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
63	Distribution	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	○	▼	○	○
64	Postcard	○	○	○	○	○	○	○	○	○	○	○	△	△	△	⑦	⑦	○	△	△	△	△	△	△	△	○	△	△	△	△	△	△	○
65	Multi-Page Enlargement	○	○	○	○	○	○	○	○	○	○	○	△	△	△	⑦	⑦	○	△	△	△	△	△	△	△	○	△	△	△	△	△	△	△
66	Image Adjust	○	○	○	○	○	○	○	○	○	○	○	△	△	△	⑦	⑦	○	△	△	△	△	△	△	△	○	○	△	△	△	△	△	△
67	Monotone	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
68	Background Color	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
69	Neg. Pos. Reverse	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
70	Color Separation/Black	○	○	○	○	○	○	○	○	○	○	○	△	△	△	○	○	○	△	△	△	△	△	△	△	○	△	△	△	△	△	○	○
71	Color Separation/Each	○	○	○	○	○	○	○	○	○	○	○	△	△	△	○	○	○	△	△	△	△	△	△	△	○	△	△	△	△	△	○	○
72	Mixed Orig Detection	○	○	○	○	○	○	○	○	○	○	⑤	○	○	○	○	○	○	⑤	△	△	△	△	△	△	○	○	○	○	○	○	○	○
73	Separate Scan	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
74	Interrupt	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	△	○	△	△	△	△	△	○	○
75	Color Adjustment/Portrait	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
76	Color Adjustment/Red	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
77	Color Adjustment/Blue	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
78	Color Adjustment/Green	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
79	Color Adjustment/Hue	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
80	Color Adjustment/Saturation	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
81	Color Adjustment/Brightness	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
82	Color Adjustment/Sharpness	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
83	Color Adjustment/Color Balance	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
84	Color Adjustment/Density	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
85	Color Adjustment/Contrast	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
86	Color Adjustment/Test Print	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽
87	Centering	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
88	Job Memory Input	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
89	Copy Program Recall	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
90	Copy track	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
91	Data Terminal	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

		Creation											Mixed orig-inals							Color Adjustment												
	Setting selected later →	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89
↓ Setting selected first		Image Repeat	Mirror Image	Distribution	Postcard	Multi-Page Enlargement	Image Adjust	Monotone	Background Color	Neg. Pos. Reverse	Color Separation/Black	Color Separation/Each	Mixed Orig Detection	Separate Scan	Interrupt	Color Adjustment/Portrait	Color Adjustment/Red	Color Adjustment/Blue	Color Adjustment/Green	Color Adjustment/Hue	Color Adjustment/Saturation	Color Adjustment/Brightness	Color Adjustment/Sharpness	Color Adjustment/Color Balance	Color Adjustment/Density	Color Adjustment/Contrast	Color Adjustment/Test Print	Centering	Job Memory Input	Copy Program Recall
50	Double-sided 4in1	▼	○	○	▼	▼	▼	○	○	○	▼	▼	△	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
51	Booklet binding	▼	○	○	▼	▼	▼	○	○	○	▼	▼	△	○	▼	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
52	Booklet binding + Binding	▼	○	○	▼	▼	▼	○	○	○	▼	▼	△	○	▼	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
53	Non-Sort	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼
54	Sort	○	○	○	▼	▼	○	○	○	○	▼	▼	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
55	Sort	▼	○	○	▼	▼	▼	○	○	○	▼	▼	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
56	Double side stapling	▼	○	○	▼	▼	▼	○	○	○	▼	▼	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
57	Hole-punching	▼	○	○	▼	▼	▼	○	○	○	▼	▼	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
58	OHP Interleaving	△	○	△	△	△	△	○	○	○	△	△	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
59	File Margin	▼	○	○	▼	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
60	Frame Erase	○	○	○	○	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
61	Image Repeat		△	△	△	△	△	○	○	○	△	△	△	○	▼	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
62	Mirror Image	△		△	△	△	○	○	○	○	○	○	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
63	Distribution	▼	▼		▼	▼	▼	▼	▼	▼	▼	▼	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
64	Postcard	△	△	△		△	△	○	○	○	△	△	○	△	▼	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
65	Multi Page Enlargement	△	△	△	△		△	○	○	○	△	△	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
66	Image Adjust	△	○	△	△	△		○	○	○	△	△	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
67	Monotone	○	○	△	○	○	○		▼	○	△	△	○	○	▼	△	△	△	△	△	○	○	○	○	○	○	▼	○	○	▼
68	Background Color	○	○	△	○	○	○	▼		○	△	△	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
69	Neg. Pos. Reverse	○	○	△	○	○	○	○	○		△	△	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
70	Color Separation/Black	△	○	△	△	△	△	△	△	△		▼	○	○	▼	△	△	△	△	△	○	○	△	○	○	○	▼	○	○	▼
71	Color Separation/Each	△	○	△	△	△	△	△	△	△	▼		○	○	▼	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
72	Mixed Orig Detection	△	○	○	○	○	○	○	○	○	○	○		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼
73	Separate Scan	○	○	○	△	○	○	○	○	○	○	○	○		○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	▼
74	Interrupt	△	△	△	△	△	△	△	△	△	△	△	○	○		○	○	○	○	○	○	○	○	○	○	○	▽	○	△	△
75	Color Adjustment/Portrait	○	○	○	○	○	○	▼	○	○	▼	○	○	○	○		○	○	○	▼	○	○	○	○	○	○	○	○	○	▼
76	Color Adjustment/Red	○	○	○	○	○	○	▼	○	○	▼	○	○	○	○	○		▼	▼	○	○	○	○	○	○	▼	○	○	○	▼
77	Color Adjustment/Blue	○	○	○	○	○	○	▼	○	○	▼	○	○	○	○	○	▼		▼	○	○	○	○	○	○	▼	○	○	○	▼
78	Color Adjustment/Green	○	○	○	○	○	○	▼	○	○	▼	○	○	○	○	○	▼	▼		○	○	○	○	○	▼	○	○	○	○	▼
79	Color Adjustment/Hue	○	○	○	○	○	○	▼	○	○	▼	○	○	○	○	○	○	○	○		○	○	○	○	○	○	○	○	○	▼
80	Color Adjustment/Saturation	○	○	○	○	○	○	▼	○	○	▼	○	○	○	○	○	○	○	○	○		○	○	○	○	○	○	○	○	▼
81	Color Adjustment/Brightness	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○	○	▼	○	○	○	▼
82	Color Adjustment/Sharpness	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○	○	○	○	○	▼
83	Color Adjustment/Color Balance	○	○	○	○	○	○	○	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○		○	○	○	○	○	▼
84	Color Adjustment/Density	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼	▼	○	○	○	○	○		○	○	○	○	▼
85	Color Adjustment/Contrast	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	○	○	○		○	○	○	▼
86	Color Adjustment/Test Print	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽	▽		▽	▽	▽
87	Centering	※	○	○	※	※	※	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	▼
88	Job Memory Input	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–		–
89	Copy Program Recall	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	
90	Copy track	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
91	Data Terminal	○	○	○	○	○	○	○	○	○	○	○	○	○	▽	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

Function combination code keys

Code	Explanation
○	The functions can be combined.
▼	The functions cannot be combined. The function set last has priority.
△	The functions cannot be combined. The function set first has priority. A warning message will appear.
▽	The functions cannot be combined. The function set first has priority. No warning message will appear, or other functions will not be available after the first function is selected.
—	The functions cannot be combined.
①	The functions can be combined only when the document is fed manually. A warning message will appear.
②	If paper is loaded through the manual bypass tray, a warning message appears that the functions cannot be combined. If paper is not to be loaded through the manual bypass tray, de-select it as the paper source.
③	If paper is loaded through the manual bypass tray, copying cannot be interrupted.
④	A warning message appears that the manual bypass tray should be selected as the paper source. Previously selected settings will be canceled when paper is loaded.
⑤	The “Mixed Orig Detection” function cannot be used when making “single-sided ► double-sided” copies.
⑥	The functions cannot be combined depending on the finisher model.
⑦	The “Original Direction” and “Margin” functions can be specified, but their settings are not applied.
⑧	A message appears, warning that the paper is unsuitable for double-sided printing.
※	The “Centering” function from the Utility mode can be set, but will not be applied.

No.	Number of First Setting	Number of Next Setting	Size (inches)
1	1	54	Number of copies: If the entered number of copies exceeds the number allowable for the “Non-sort” and “stapling” settings, a message warning that the number of copies for stapling has been exceeded. If the warning is ignored and the job is started, the “stapling” setting is canceled.
2		55	
3	54	1	
4	55		
5	4	78	Color setting “Auto Color” The functions cannot be combined with the Color setting “Auto Color”. However, if the Color setting “Auto Color” determines that the Color setting “Black” should be used, printing continues without the setting for the Color image Adujst parameters applied.
6		79	
7		82	
8	78	4	
9	79		
10	82		
11	37	11~19	1st drawer (multipurpose paper drawer): The functions cannot be combined if a paper size that cannot be loaded into the 1st drawer is selected. A message appears, warning that the 1st drawer is selected and the paper type was changed.
12	45		
13	47		
14	49		
15	50		
16	51		
17	23~27	64	“Multi-Page Enlargement” function: The zoom ratio specified for the “Multi-Page Enlargement” function is applied.
18			
19	60	23~27	“Multi-Page Enlargement” function: A zoom ratio cannot be specified.
20	71	60	“Mixed Orig Detection” function: The function can be selected, but the setting is not applied.
21	60	71	
22	71	65	
23	65	71	
24	55	73	Interrupt mode: With the stapling on finisher FN-8, printing is interrupted between copy sets.
25			
26			
27	64	73	Interrupt mode: The job cannot be interrupted while scanning for the “Multi-Page Enlargement” function.

No.	Number of First Setting	Number of Next Setting	Size (inches)
28	60	86	“Centering” function: The function can be selected, but the setting is not applied.
29	63		
30	64		
31	65		
32	86	60	
33		63	
34		64	
35		65	
36	87	11~19	“Job Memory Input” function: A program using the 1st drawer cannot be stored.
37	All	All	Test prints: Another function cannot be selected while a test print is being printed. When a test print is printed, the mode returns to the one before the test print was performed. The paper drawer is selected according to the priority order.

12.4 Paper Size and Zoom Ratio Tables

Paper Sizes

Paper Format	Metric Size	English Size
A3 Wide	311 mm × 457 mm	12-1/4 in. × 18 in.
A3	297 mm × 420 mm	11-3/4 in. × 16-1/2 in.
A4	210 mm × 297 mm	8-1/4 in. × 11-3/4 in.
A5	148 mm × 210 mm	5-3/4 in. × 8-1/4 in.
A6	105 mm × 148 mm	4-1/4 in. × 5-3/4 in.
B4	257 mm × 364 mm	10 in. × 14-1/4 in.
B5	182 mm × 257 mm	7-1/4 in. × 10 in.
B6	128 mm × 182 mm	5 in. × 7-1/4 in.

Paper Format		English Size	Metric Size
Ledger		11 in. × 17 in.	279 mm × 432 mm
11 in. × 14 in.		11 in. × 14 in.	279 mm × 356 mm
Computer		10-1/8 in. × 14 in.	257 mm × 356 mm
10 in. × 14 in.		10 in. × 14 in.	254 mm × 356 mm
9-1/4 in. × 14 in.		9-1/4 in. × 14 in.	236 mm × 356 mm
Legal		8-1/2 in. × 14 in.	216 mm × 356 mm
Foolscap	Government Legal	8-1/2 in. × 13 in.	216 mm × 330 mm
Foolscap		8 in. × 13 in.	203 mm × 330 mm
Foolscap		8-2/3 in. × 13 in.	220 mm × 330 mm
Foolscap	Folio	8-1/4 in. × 13 in.	210 mm × 330 mm
8-1/4 in. × 11-3/4 in.		8-1/4 in. × 11-3/4 in.	210 mm × 301 mm
Letter		8-1/2 in. × 11 in.	216 mm × 279 mm
Government Letter		8 in. × 10-1/2 in.	203 mm × 267 mm
Quarto		8 in. × 10 in.	203 mm × 254 mm
Statement	Invoice	5-1/2 in. × 8-1/2 in.	140 mm × 216 mm
4 in. × 6 in.		4 in. × 6 in.	102 mm × 152 mm

Zoom Ratios

Metric Sizes		
Document Paper Size	**Desired Paper Size**	**Zoom Ratio**
A3 297 mm × 420 mm 11-3/4 in. × 16-1/2 in.	A4	× 0.707
	A5	× 0.500
	B4	× 0.866
	B5	× 0.610
A4 210 mm × 297 mm 8-1/4 in. × 11-3/4 in.	A5	× 0.707
	A6	× 0.500
	B5	× 0.866
	B6	× 0.610
	A3	× 1.414
	B4	× 1.224
A5 148 mm × 210 mm 5-3/4 in. × 8-1/4 in.	A6	× 0.707
	B6	× 0.866
	A4	× 1.414
	A3	× 2.000
	B4	× 1.733
	B5	× 1.224
A6 105 mm × 148 mm 4-1/4 in. × 5-3/4 in.	A4	× 2.000
	A5	× 1.414
	B5	× 1.733
	B6	× 1.224
B4 257 mm × 364 mm 10 in. × 14-1/4 in.	A4	× 0.816
	A5	× 0.577
	B5	× 0.707
	B6	× 0.500
	A3	× 1.154
B5 182 mm × 257 mm 7-1/4 in. × 10 in.	A5	× 0.816
	A6	× 0.577
	B6	× 0.707
	A3	× 1.640
	A4	× 1.154
	B4	× 1.414

Metric Sizes		
Document Paper Size	**Desired Paper Size**	**Zoom Ratio**
B6 128 mm × 182 mm 5 in. × 7-1/4 in.	A6	× 0.816
	A4	× 1.640
	A5	× 1.154
	B4	× 2.000
	B5	× 1.414

English Sizes		
Document Paper Size	**Desired Paper Size**	**Zoom Ratio**
Ledger 11 in. × 17 in. 279.4 mm × 431.8 mm	11 in. × 14 in.	× 0.823
	Legal	× 0.722
	Foolscap	× 0.764
	Letter	× 0.647
	Invoice	× 0.500
11 in. × 15 in. 279.4 mm × 381 mm	11 in. × 14 in.	× 0.933
	Legal	× 0.772
	Foolscap	× 0.772
	Letter	× 0.733
	Invoice	× 0.500
11 in. × 14 in. 279.4 mm × 355.6 mm	Legal	× 0.772
	Foolscap	× 0.772
	Letter	× 0.772
	Invoice	× 0.500
Legal 8-1/2 in. × 14 in. 215.9 mm × 355.6 mm	Foolscap	× 0.928
	Letter	× 0.785
	Invoice	× 0.607
	11 in. × 17 in.	× 1.214
Foolscap 8-1/2 in. × 13 in. 215.9 mm × 330.2 mm	Letter	× 0.846
	Invoice	× 0.647
	11 in. × 17 in.	× 1.294
	11 in. × 14 in.	× 1.076
Letter 8-1/2 in. × 11 in. 215.9 mm × 279.4 mm	Invoice	× 0.647
	11 in. × 17 in.	× 1.294
	11 in. × 14 in.	× 1.272
Invoice 5-1/2 in. × 8-1/2 in. 139.7 mm × 215.9 mm	11 in. × 17 in.	× 2.000
	11 in. × 14 in.	× 1.647
	Legal	× 1.545
	Foolscap	× 1.529
	Letter	× 1.294

* Zoom ratio = Paper size/Document size
1 in. (inch) = 25.4 mm
1 mm = 0.0394 in. (inch)

12.5 Consumables

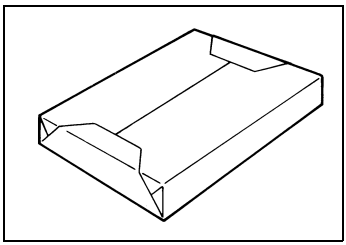
In order to maintain the condition of this machine, the following consumables are needed.

For best copy quality, we recommend that the specified supplies be used.

For information on or for purchasing supplies, contact your nearest technical representative.

Paper

In addition to plain paper, thick paper, A3 Wide paper and overhead projector transparencies are also available.



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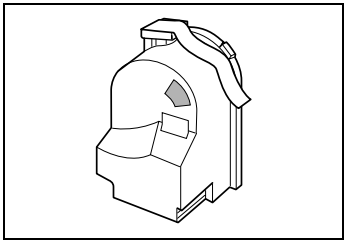
Note

In order to protect unwrapped paper from humidity, keep it in a plastic bag and stored in a cool, dark location.

Toner Cartridges

Cartridges for cyan, magenta, yellow and black toner are available.



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Note

Only use toner that has been manufactured specifically for this copier.

Do not throw away the used toner cartridges. Instead, keep them in their boxes to be collected by your service representative.

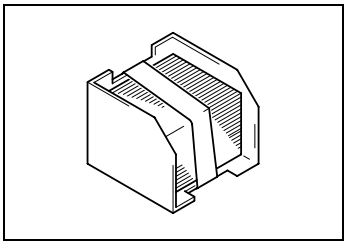
Staple Cartridges

FN-116

Staples for staple binding.
3,000 staples are provided in the staple cartridge.

FN-8

Staples for staple binding.
5,000 staples are provided in the staple cartridge.



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Available Features
CF2002 / CF3102

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MINOLTA

This manual contains many useful copy samples* that will give you a better understanding of the wide range of applications for the various functions available with this full-color copier. These functions are explained in an easy-to-understand way using the many copy samples*. For details on the operating procedures for these functions, refer to the User Manual.

* The copy samples provided in this manual may slightly differ in color with actual color copies.

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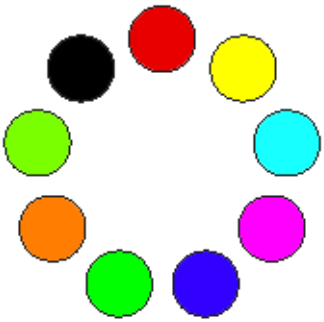
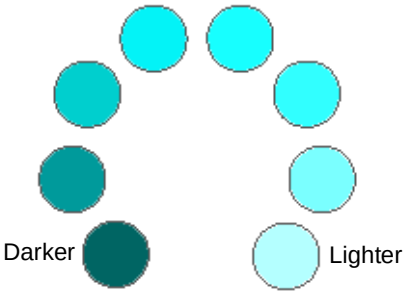
1 General Information about color

1.1 What is hue?



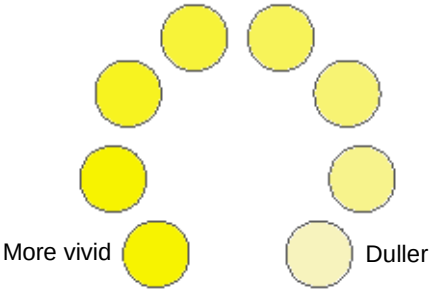
Everybody has an idea of what hue an object has, for example, an apple is red, a lemon is yellow, and the sky is blue. Hue is the tint by which the color of an object is classified as red, yellow, blue, etc.

1.2 What is brightness?



Brightness is the degree of lightness in a color, as compared with another color, which makes it a light color or a dark color. For example, when comparing the yellow of a lemon and the yellow of a grapefruit, it is obvious that the yellow of the lemon is brighter. But what about when comparing the yellow of a lemon and the red of a bean? Obviously,the yellow of the lemon is brighter. Brightness is this degree of lightness that enables comparison regardless of the hue.

1.3 What is saturation?



What makes the difference between the yellow of a lemon and the yellow a pear? By saying that the lemon is a more vivid yellow and the pear is a duller yellow, the difference between the two colors is stated in terms of saturation, as opposed to brightness. As opposed to hue and brightness, saturation is the characteristic that indicates the degree of vividness.

1.4 Color Model

The Color Model shows the relationship between hue, brightness and saturation.

Figure 1

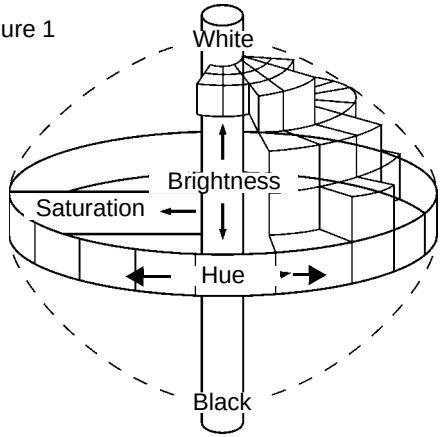
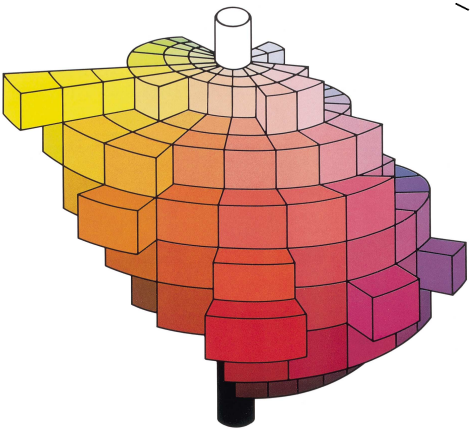


Figure 2



Hue, brightness and saturation are the elements that we call the three attributes of color. We can think of their affects using the solid object shown in figure 1, where the outer edge is the hue, the vertical axis is the brightness, and the horizontal axis from the center is the saturation.

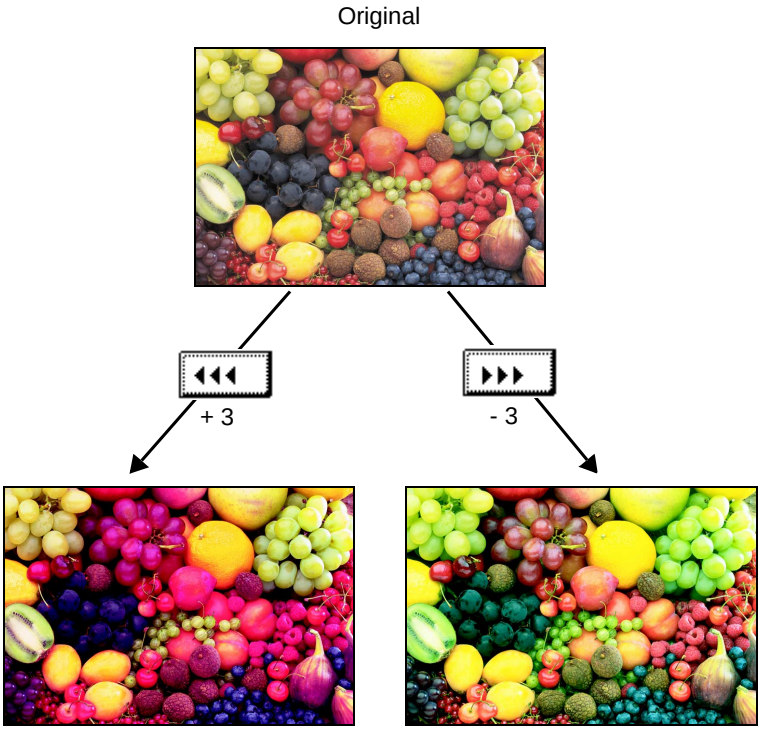
Assigning colors to the solid object, representing the three attributes of color,shown in figure 1 produces the color model shown in figure 2. Although the level of saturation differs for each hue and degree of brightness, creating a complex color model, we can get a better understanding of the conditions under which the hue, brightness and saturation vary.

2 Color Image Adjust Function

2.1 Red

Adjusting the level of red.

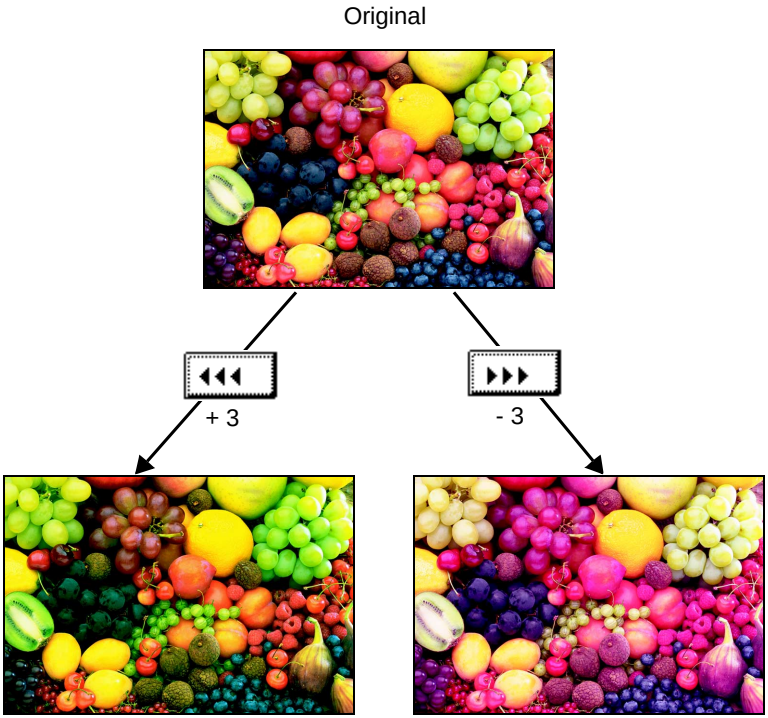
This parameter can be used to adjust the degree of red in the image to one of seven levels.



2.2 Green

Adjusting the level of green.

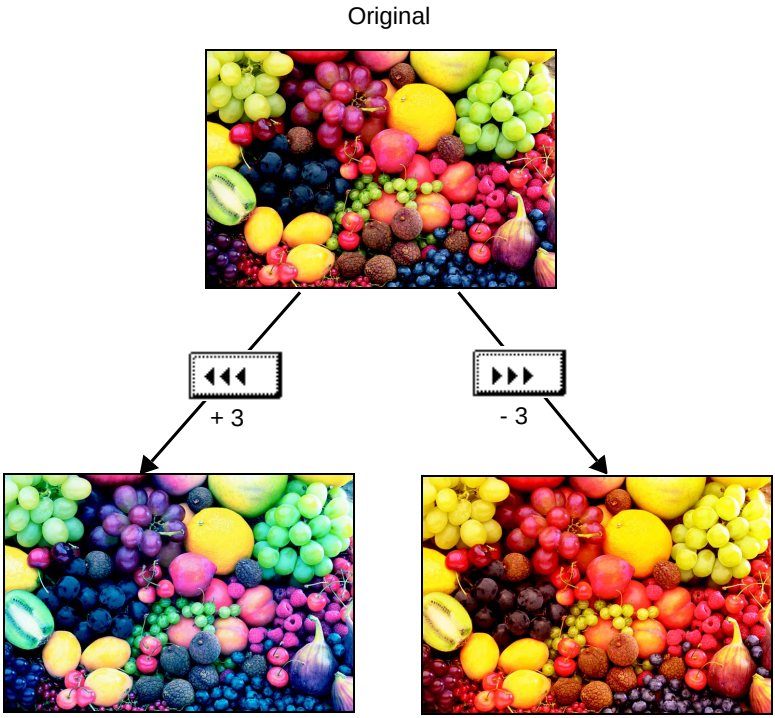
This parameter can be used to adjust the degree of green in the image to one of seven levels.



2.3 Blue

Adjusting the level of blue.

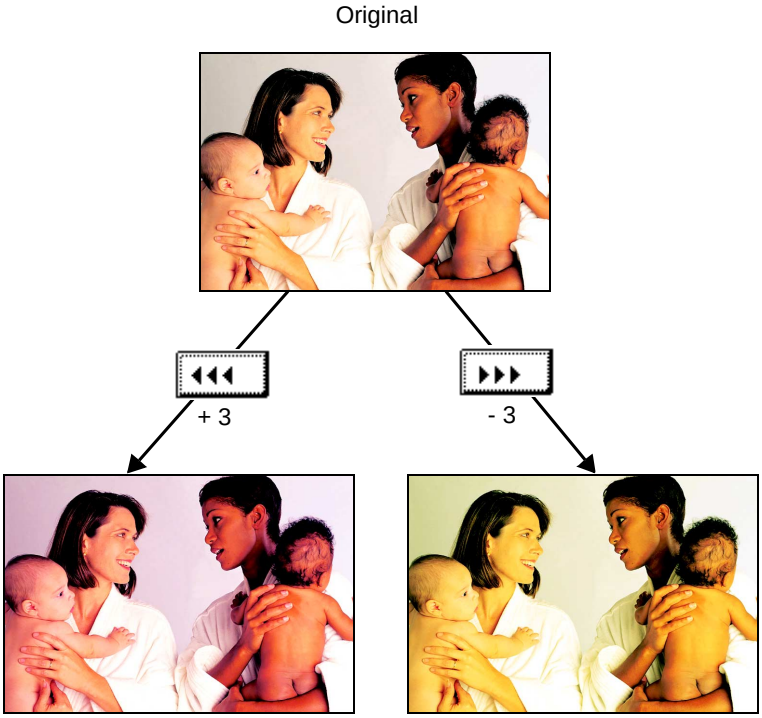
This parameter can be used to adjust the degree of blue in the image to one of seven levels.



2.4 Portrait

Adjusting the tint of fresh color.

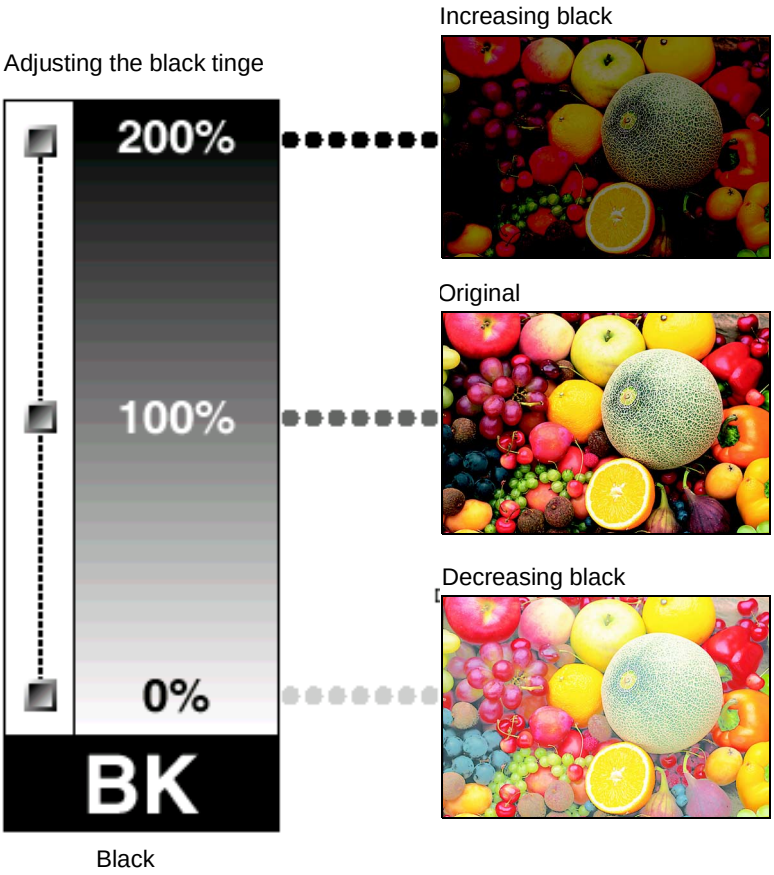
This parameter can be used to adjust the tint of fresh color to one of seven levels.

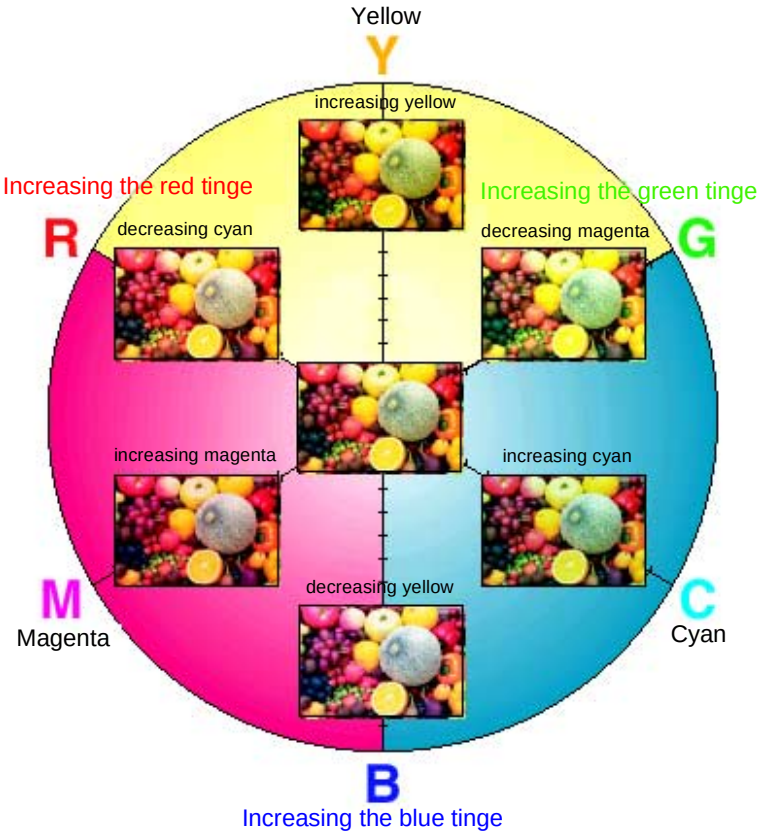


2.5 Color Balance

Adjusting the concentration of cyan, magenta, yellow, and black.

By mixing the four toner colors (yellow, magenta, and cyan in addition to black) in a full-color copy, the colors of the document can be reproduced. Changing the amount of each color of toner enables the tints in the copy to be finely adjusted. Each color can be adjusted to a level within a range of 0%and 200%(in 1%increments).

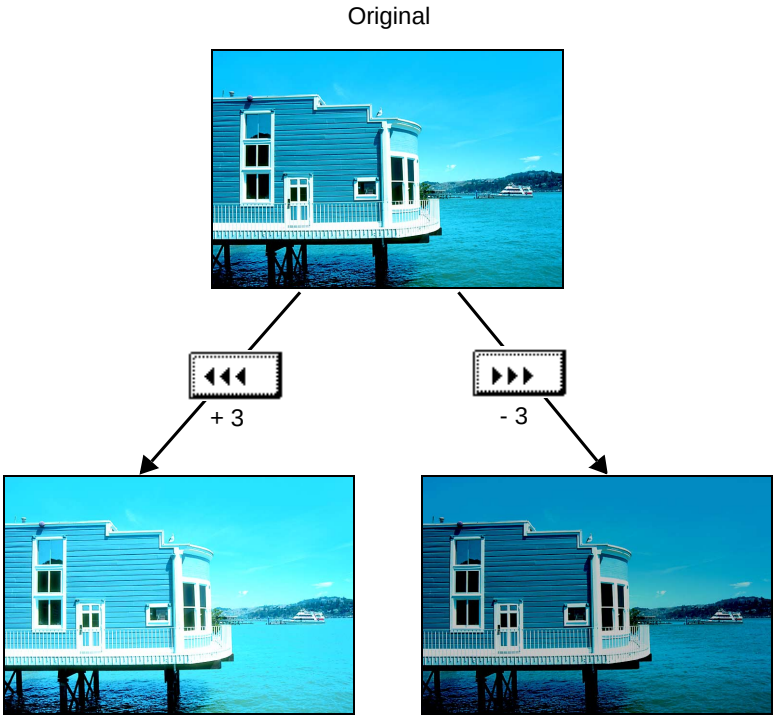



Yellow
Y
increasing yellow
Increasing the red tinge
Increasing the green tinge
R
G
decreasing cyan
decreasing magenta
increasing magenta
increasing cyan
M
Magenta
decreasing yellow
C
Cyan
B
Increasing the blue tinge

2.6 Brightness

Adjusting the brightness.

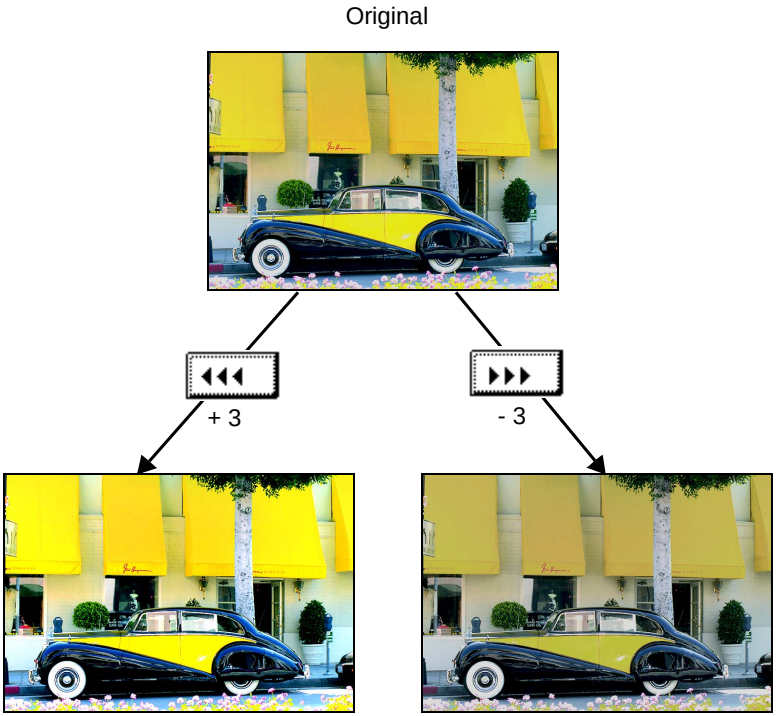
This parameter can be used to finely adjust the brightness of the image to one of 19 levels.



2.7 Contrast

Adjusting the difference between highlights and shadows.

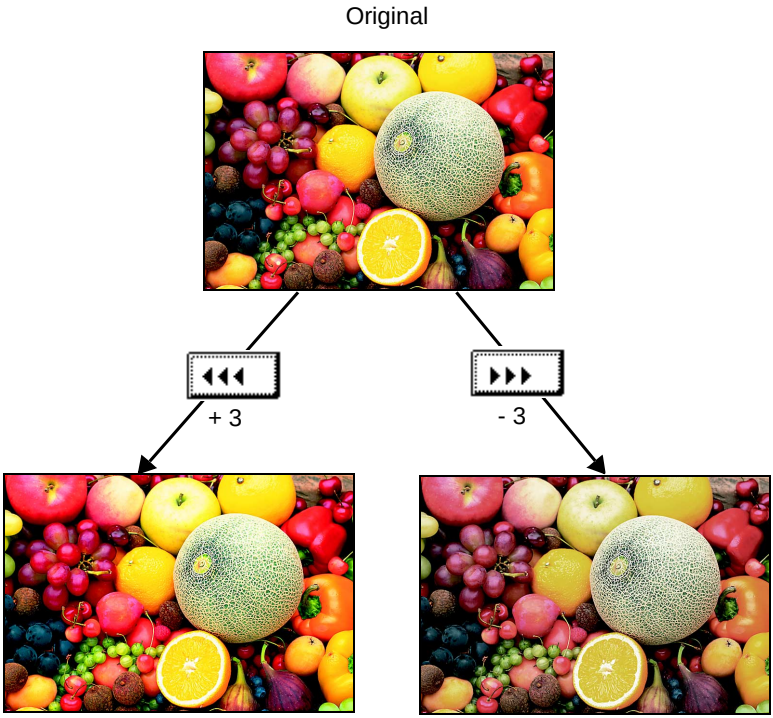
This parameter can be used to finely adjust the image to one of 19 levels between soft/smooth and crisp.



2.8 Saturation

Adjusting the vividness.

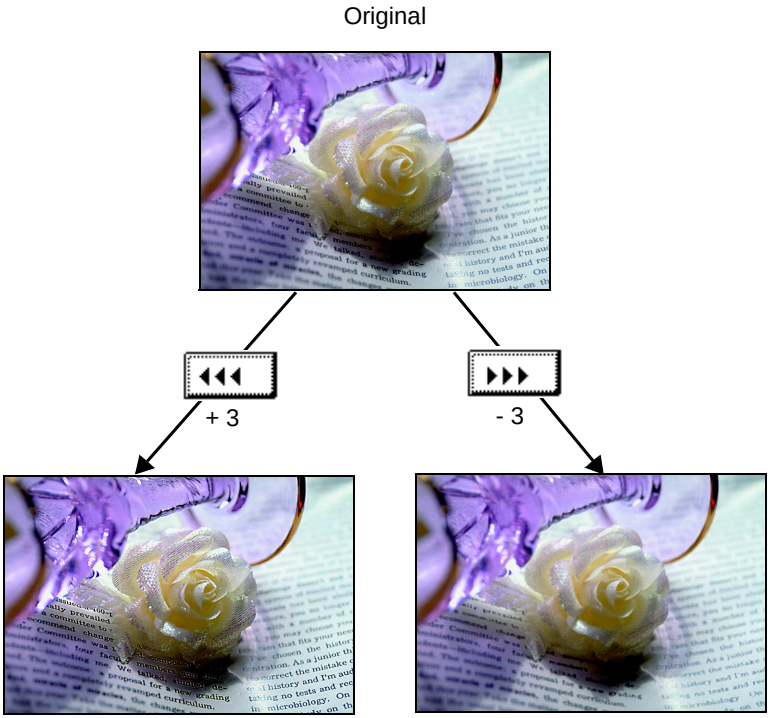
.This parameter can be used to finely adjust the vividness of the image to one of 19 levels.



2.9 Sharpness

Adjusting the sharpness of text.

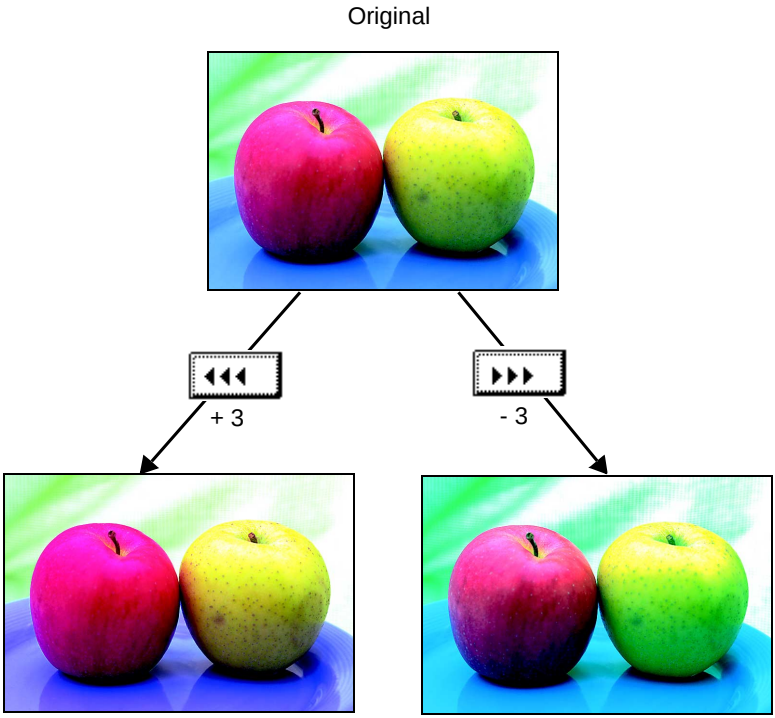
This parameter can be used to adjust the amount of contours in text and images to one of seven levels.



2.10 Hue

Adjusting the color.

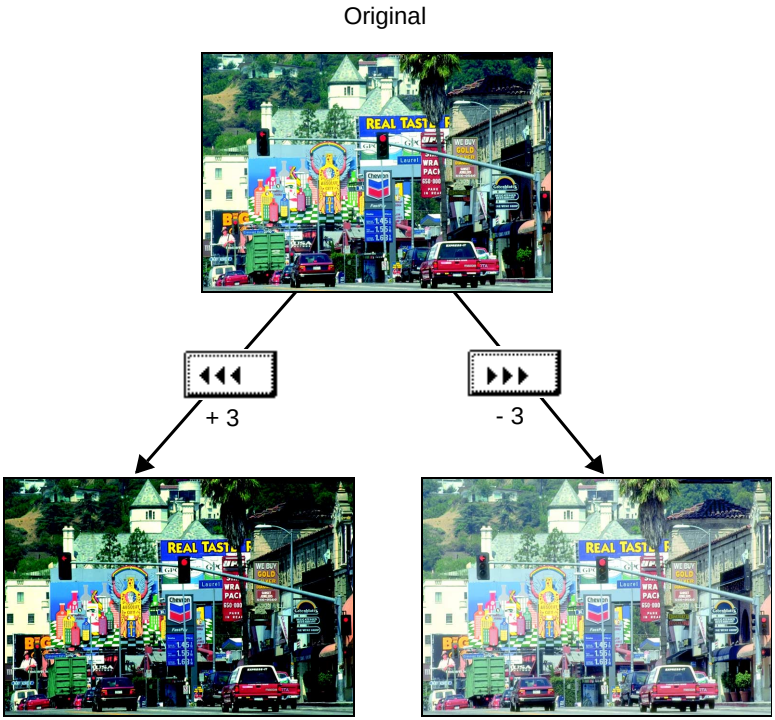
This parameter can be used to finely adjust the hue of the image to one of 19 levels.



2.11 Density

Adjusting the copy density.

This parameter can be used to finely adjust the light and shading of the image to one of 19 levels.



3 Creation Functions

3.1 Monotone

Making copies using only one selected color (monotone).

This function allows you to copy a document using only one of the 20 colors available.

3.2 Background Color

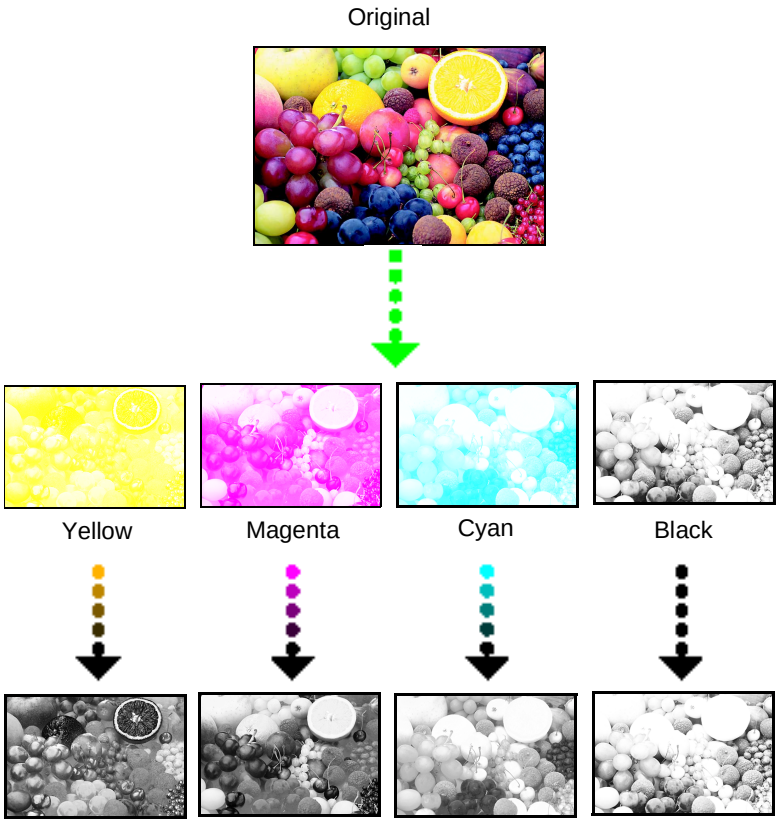
Making copies with the selected background color.

This function allows you to copy a document using one of the 18 colors available as the color of the background (blank areas).

3.3 Color Separation

Making copies while separating the four CMYK colors.

This function allows you to copy a document while separating its colors into yellow, magenta, cyan and black. In addition, copies of the separated colors can also be printed in just black.



3.4 Neg. Pos. Reverse

Making copies with the image inversed.

This function allows you to copy a document with the light-colored areas and the dark-colored areas of the image inversed.

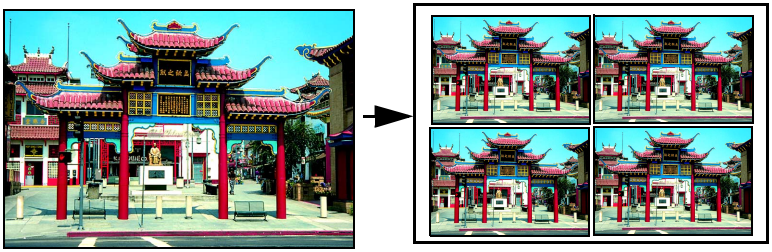
Monotone copy

Full-color copy

3.5 Postcard

Printing four postcard size copies on a single sheet.

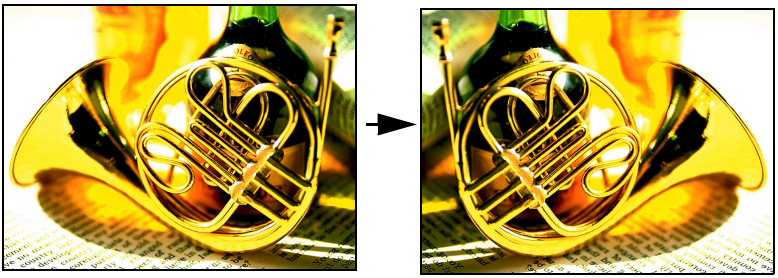
This function allows you to reduce the document to the size of a postcard, and print four copies on one sheet of paper.



3.6 Mirror Image

Printing a mirror image of the original.

.This function allows you to copy a mirror image of the original document.



3.7 Multi Page Enlargement

Splitting an enlargement of the document onto separate pages.

.This function allows you to copy a document automatically split into parts with each part printed enlarged.These copies can then be pasted together to make a large poster.

Original